

**Gradworks Internship Number: 470**

Company Name: SGC  
Location: Regina  
Number of openings: 1  
Wage: \$3,224 (Monthly)  
Resume Deadline: September 10, 2009 by 4:00 PM  
Start Date: October 16, 2009  
End Date: October 15, 2010

**Gradworks Intern Development Program**

The Gradworks Intern Development Program is designed to provide recent post-secondary graduates with challenging and career-focused positions within our network of Saskatchewan employers. These full-time internship positions of 12 months in length are intended to allow recent post-secondary graduates the opportunity to gain experience and to develop specific career-related skills. To be eligible for a Gradworks internship you must be a recent college, technical institute or university graduate, have little or no relevant work experience in your field of study and be eligible to work in Canada.

**Internship Information – SGC HR Analyst**

**Responsibilities:**

- The HR Analyst will focus on assisting the Manager of Employee Relations in the collective bargaining process with the Public Service Alliance of Canada (Casino Regina), the Retail Wholesale Department Store Union (Casino Moose Jaw) and Food and Beverage bargaining unit (Casino Regina). Responsibilities will include the research and analysis of a variety of bargaining issues and topics, the drafting of contract language and proposals and taking bargaining notes as part of the collective bargaining process.
- The HR Analyst will also be supporting Employee Relations with research and analysis of HR policies, drafting of policy and review of best practices.

**Qualifications:**

Candidates who have a Diploma or Degree in Human Resource Management or a diploma or degree in Business Administration/Commerce will be considered.

- Strong analytical skills
- Strong written communication skills
- Ability to work under tight timeframes
- Team player that interacts positively with colleagues, employees and managers
- Demonstrated computer skills, including word processing, spreadsheet, database and presentation applications
- **Must be able to obtain and maintain a gaming license through Saskatchewan Liquor and Gaming Authority**

**Additional Information:**

The Gradworks Program supports the values of workplace diversity and employment equity. Applications are encouraged from people of Aboriginal ancestry, persons with disabilities, members of a visible minority and women.

**How To Apply:**

Please apply through the Gradworks website at [www.gradworks.ca](http://www.gradworks.ca) using your online cover letter and resume, including references.

**Your application will not be considered unless you have submitted both a cover letter and resume. The completion date of your post secondary education must be stated in your resume in order to be considered for the position. Please include the month of completion if your education was completed in the current year.**

**Contact Information:**

Toll free (877) 789-4723  
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