

**Gradworks Internship Number: 484**

Company Name: SaskPower  
Location: Regina  
Number of openings: 1  
Wage: \$3,224 (Monthly)  
Resume Deadline: November 5, 2009 by 4:00 PM  
Start Date: December 16, 2009  
End Date: December 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 –SaskPower HR Analyst**

The HR Analyst intern will be responsible to provide program support to the Leader, Business Process Implementation and members of the leadership team in HR. This is a newly created portfolio within Human Resources dedicated to improving service efficiency and effectiveness.

**Responsibilities:**

- Researching tools and methods for a refresher training course.
- Helping to design an online curriculum.
- Working with Corporate Relations and Corporate Safety on the training rollout.
- Supporting the introduction of a new HR strategy.
- Learning the PROSCI change management process.
- Learning the Hammer process methodology.
- Assisting with the creation of an HR scorecard (metrics) and reporting mechanism.
- Creating educational materials (HR metrics)
- Assisting with the HR team's bi-annual professional development event.
- Process mapping.
- Providing support for HRIS system enhancements (Employee Self Service, Manager Self-Service).
- Attending cross-functional team meetings regarding process issues.
- Helping to identify HR process efficiencies.
- Working with HR departments to create implementation plans.
- Process analysis.
- Coordinating meetings and scheduling.
- Documentation including minutes.
- Design of training materials (PowerPoint, online training system).
- Writing communication updates.
- Creating Reports

**Qualifications:**

University degree in Business Administration/Commerce; intern of choice will have excelled in Adult Education or Human Resource Management.

- Proficient in Microsoft Office applications
- Strong verbal, written and interpersonal skills
- Good organizational skills & attention to detail
- Strong desire to learn and develop
- Ability to work independently
- Valid driver's license

**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:**

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