

Gradworks Internship Number: 487

Company Name: SaskTel
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 –SaskTel Project Assistant

The Project Assistant (Career Centre) is accountable for the effective, efficient, and qualitative support of the SaskTel Career Centre. Creates, maintains and enables clear, accurate and detailed information for the implementation of Career Centre initiatives. Administer professional and standardized project document compilations that utilize Microsoft software systems. Is able to make effective presentations that are unique and different that reach the desired target audience. This position will also facilitate meetings and build relationships with other SaskTel departments and external contactors. Will also perform administrative duties when asked.

1. Analyzes and gathers information to create accurate databases that will be used for specific departmental projects
2. Creates and carries out detailed plans in department projects
3. Investigates and analyzes project information, must clearly understand project deliverables and parameters in order to identify possible gaps.
4. Works closely with clients and contactors in project facilitation
5. Organizes and participates in team planning, work sessions and status meetings.
6. Researches, defines business function and client requirements for various projects and initiatives.
7. Researches best practices for process administration, monitors and prepares processes
8. Various administration duties as needed

Qualifications:

Degree in Computer Science or Business Administration.

- Thorough and extensive use and knowledge of personal computers and software applications related to administration, specifically MS Word, Excel and PowerPoint.
- Proficiency in written communications; demonstrated ability to write clear, concise project memos, reports and presentations.
- Good organizational skills in order to set priorities in order to meet deadlines and client demands.
- Excellent analytical skills and the ability to multi task
- Proficient with Excel, Word, Power Point.
- Must have excellent communication skills, both written and verbal.
- High tolerance for stress.
- Ability to work independently to a specified time line.
- Ability to take initiative where/when required.
- Working to deadline
- Flexible
- Travel maybe required

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 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
Phone (306) 787-3639
Email: gradworks@cicorp.sk.ca
Website: www.gradworks.ca