

**Gradworks Internship Number: 508**

Company Name: SaskTel
Location: Regina
Number of openings: 1
Wage: \$3,224 (Monthly)
Resume Deadline: March 11, 2010 by 4:00 PM
Start Date: April 16, 2010
End Date: April 15, 2011

Gradworks Intern Development Program

The Gradworks Intern Development Program is designed to provide recent post-secondary graduates with challenging & 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 & 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 & be eligible to work in Canada.

Internship Information – SaskTel Administrator

The Administrator will be working in the Planning Business Solutions (PBS) team on various projects, including Workflow Delivery Management (WDM) and Geospatial Network Resource Management (GNRM), as well as metrics pertaining to the PBS group and the group's projects. PBS has standard documentation templates that will be used by the Administrator and in some cases the Administrator will need to develop and use a consistent documentation format for the purposes of maintaining the information the PBS group uses for its major projects and operations efforts. The group has a structured file system and document library for managing the documentation. The Administrator will be required to maintain this organization and evolve it as required.

There is a need to develop the meta data associated with the GNRM project. This will require a scoping of the activity and identification of source material. This mini-project will need to make the material available to a large and varied group of users. As well, a means of distributing the information will need to be established.

The WDM project is evolving its specification and enhancement management process. This needs to be aligned with the GNRM project's specification-management and developing-enhancement-management process. These process needs are similar for both projects and need to be aligned with each other as well as align with Corporate Project Management Office standard processes.

The Administrator will work closely with the manager and team members of PBS to define the metric requirements and provide regular reporting. The recent KPMG department audits have indicated that metrics gathering will be required. This will be an evolving effort throughout the work term.

- Capture evolving requirements, ensuring that change management is applied and the related impacted documents reflect any approved changes.
- Update and maintain, and in some cases create, Use/Test Cases, user guides, and training material.
- Attend meetings and manage the minutes and action item logs resulting from project and group meetings.
- Develop and maintain project and group metrics reports.

Qualifications:

Post secondary education in Administration, English or Education; writing composition and a technical interest is of great benefit.

- Thorough knowledge of personal computers and software applications related to administration, specifically MS Word, Excel, PowerPoint and Visio.
- Proficiency in written communications; demonstrated ability to write clear, concise project documentation, reports and presentations.
- Working knowledge of project management concepts and techniques.
- Good analytical, problem solving, and decision-making skills.
- Demonstrated ability to analyze data to determine trends and situations relevant to time and cost.
- Ability to plan and organize in self-directed and team environments.

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 visible minority and women.

How To Apply:

Please apply through the Gradworks website at www.gradworks.ca using your online cover letter & resume, including references. **Your application will not be considered unless you have submitted both a cover letter & 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