

**Gradworks Internship Number: 518**

Company Name: Information Services Corporation  
Position: Research Analyst  
Location: Regina  
Number of openings: 1  
Wage: \$3,274 (Monthly)  
Resume Deadline: June 22, 2010 by 4:00 PM  
Start Date: July 19, 2010  
End Date: July 18, 2011

**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 – Research Analyst**

- Reporting to the Enterprise Planning Manager, this individual will gain experience project portfolio management methodologies and best practice. The successful candidate will work in a team oriented and supportive work environment that will position him/her for success in their project management career.

**Responsibilities:**

- Research to be conducted on project portfolio management best practices in combination with current ISC processes, with the outcome being a recommendation of methodology, reporting model and toolset.
- Analysis to be conducted on project management best practices (methodologies and tools). Identify current and preferred methodologies, toolsets and recommendations to help address the top 5 lessons learned on projects.

**Qualifications:**

Must possess a degree in Business Administration/Commerce

- **Communication** – Communicate clearly both written and orally and ask questions to clarify what is expressed;
- **Customer Service** – Take personal responsibility by sharing relevant information to support customers and maintain clear communication with customers;
- **Flexibility** – Model flexibility by managing multiple activities, aspects or work and priorities to ensure efficiency and effectiveness;
- **Results Driven** – Take action to meet standards by following up on assignments to ensure successful completion and accept responsibility for meeting targets;
- **Teamwork and Relationships** – Initiate team efforts by keeping people informed & up-to-date and sharing relevant information; and,
- **Information Seeking** – Has a systematic way of gathering and recording research information, data, or feedback over a limited period of time.

**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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