

**Gradworks Internship Number: 524**

Company Name: SaskTel  
Position: Assistant Security Manager  
Location: Regina  
Number of openings: 1  
Wage: \$3,224 (Monthly)  
Resume Deadline: May 6, 2010 by 4:00 PM  
Start Date: June 16, 2010  
End Date: June 15, 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 – Assistant Security Manager**

- Assists with developing and implementing new awareness programs for SaskTel. Assists with reviewing current processes and policies and assist with identifying process improvements for the department

**Responsibilities:**

1. Security Awareness program:
  - Review existing security awareness program and initiatives.
  - Research various methods of delivery. (e.g. Web, Online, & Classroom)
  - Recommend, develop and implement security awareness program to SaskTel Holdco.
  - Prepare, develop and implement strategies to promote awareness.
  - Updating and maximizing use of internal intranet as an awareness tool (Internal website development)
  - Research, develop and deliver presentations on Security related topics.
2. Project Management Tracking:
  - Work with other departments to collect updates on projects items.
  - Identify dependencies that may exist and track progress and challenges.
  - Communicate with project team to provide updates and gather data.

**Qualifications:**

Must possess a Degree in Marketing or Computer Science/Information Technology

1. Experience in written and verbal communication.
2. Experience in writing, editing, visual design and production management; experience producing and evaluating a variety of communication media, including intranet, print, electronic, audio/visual and face-to-face, to deliver business results.
3. Organizational and project management skills.
4. Nice skills to have for this position are:
  - Written & verbal communication skills
  - Leadership
  - Problem solving/Decision Making
  - Customer Orientation
  - Confidentiality
  - Initiative
  - Analytical

**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  
Phone (306) 787-3639



Email: [gradworks@icorp.sk.ca](mailto:gradworks@icorp.sk.ca)  
Website: [www.gradworks.ca](http://www.gradworks.ca)

**F12-05.2008**