

Gradworks Internship Number: 530

Company Name: SaskTel
Position: Program Assistant – Information Systems Policy
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 – Program Assistant – Information Systems Policy

- SaskTel Enterprise Security Program - Policy And Governance - This component involves the formulation, development, and integration of Security Program governance into the overall organizational governance model. As part of this component, the security domain model and associated governance structure is developed. Priorities of the program are established based on the business-driven threat and risk assessment, security policies are developed, roles and responsibilities are documented and formalized, formal communication channels are established, and accountability for various aspects of the program are clearly defined and documented.
- The Intern will be exposed to real world business challenges in which they will apply and develop their knowledge and skills. The individual will be held strictly accountable for their work plan, however supported by our team as required, facilitating their success.
- The Enterprise Security Program is a high priority initiative, currently being re-scoped for earlier implementation of the resulting deliverables. The Intern will be challenged to remain in step with the program. To be successful, the Intern will learn to adapt and accept and overcome challenges associated to a priority business initiative.

Responsibilities:

- Administration and tracking of inter-departmental policy development initiatives (requires strong inter-personal and communications skills)
- Document management, version control and proofing
- Program metrics and reporting (data collection, normalization and presentation)
- Research, reporting, coaching (legacy policy and procedures, industry best practices, business and security architecture models)

Qualifications:

Diploma or Degree in Arts & Science (biochemistry, biology, biotechnology, chemistry, mathematics, physics, statistics), or Communications (English, journalism, public relations), or Computers/Information Technology, or Engineering (computer, software systems), or Business Administration/Commerce (management or marketing), or Technology (computer systems technologist).

- Open, honest and fun
- Driven, confident, disciplined, diligent and organized
- Advanced written and verbal communication skills
- Advanced problem solving ability
- Project management fundamentals
- PC and office software skills (MS Excel, Word and Powerpoint)
- Credible, diplomatic, and professional conduct (Intern is required to work directly with SaskTel professionals from multiple organizations and disciplines)

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:

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Website: www.gradworks.ca