

Gradworks Internship Number: 531

Company Name: SaskTel
Position: Project Manager – Training and Development
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 – Project Manager – Training and Development

- Assist in some strategic High Level projects in the Employee Development Centre.
- Looking for a fresh perspective on EDC's approach to certain aspects of its business.
- Will implement and market the strategies already developed by the EDC for 2010 and 2011

Responsibilities:

1. Learning Pathways
 - Responsible for working with all SaskTel departments to collaboratively build a comprehensive Learning Pathway for each in scope job classification.
 - Ensure that all Learning Pathways follow the same process and structure for consistency.
 - Build the Learning Pathways into the Learning Management System to make it functional
 - Create and deliver presentations to various departments on behalf of EDC on what Learning Pathways are, what they are intended for and how they fit into the Development Planning Process at SaskTel
2. Evolve and Implement the Learning Measurement Strategy
 - Responsible for working with the HR Manager – Learning and Development and the Learning Solutions team to bring in Level 3 - Application measurement (based on the Jack Phillips ROI Methodology) for more of the highly utilized/high profile learning and development programs
 - Create documentation and processes and procedures for Level 3 data gathering, analysis and feedback.
 - Create and deliver presentations to various departments on behalf of EDC on what Measurement is and why Level 3 – Application is so important for all of SaskTel and the impacts to training budgets
3. Implement the Customer Service Plan
 - Tasked with implementing some of the items from the Customer Service Plan developed in early 2010 by the EDC
 - Offer a fresh perspective on some of the initiatives in the Plan.
4. Evolve the EDC Communication and Marketing Strategy
 - Tasked with coming up with creative new ways to gain excitement, interest and momentum of new learning and development initiatives at the EDC.

Qualifications:

Diploma or Degree in Business Administration/Commerce (Accounting, Finance, Human Resources, Management, Marketing)

- Strong analytical skills, impact and influence skills, presentation skills and computer skills a must.
- A basic to intermediate understanding of Adult Learning principles and Learning and Development in general would be an asset.

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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