

**Gradworks Internship Number: 542**

Company Name: STC  
Position: Human Resources Assistant  
Location: Regina  
Number of openings: 1  
Wage: \$3,274 (Monthly)  
Resume Deadline: July 8, 2010 by 4:00 PM  
Start Date: August 16, 2010  
End Date: August 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.

**Responsibilities:**

- The Human Resources Assistant will perform a variety of responsible, professional, administrative and technical duties in the Human Resources department.
- This position will provide support for a variety of Human Resources Management functions/activities including policy research, recruitment and selection, training and development, and reporting. Perform other duties as assigned.

**Qualifications:**

- Degree or diploma in Business Administration with Human Resources major.
- A basic understanding of the principles and practices of modern Human Resource Management, Labour Legislation, and the aims and objectives of Human Rights Legislation.
- Extensive computer skills in MicroSoft Word and Excel.
- Strong analytical and research skills.
- Excellent communication skills, both written and verbal.
- Demonstrated ability to work within a team based environment and/or work independently.
- Ability to meet deadlines, manage multiple tasks, projects and priorities, work with people at all levels within and outside the company.

**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  
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Website: [www.gradworks.ca](http://www.gradworks.ca)