

Information Management Analyst Intern

Service Alberta, Edmonton - Are you a recent graduate looking to gain relevant and meaningful experience in a very competitive market? The Records and Information Management Branch has an immediate opportunity for an Intern to participate in a variety of activities focusing primarily on the development of records management policy, standards, guidelines and systems.

Using your established problem solving and analytical skills, you will be tasked with a variety of assignments relating directly to your educational background. This is a multi faceted, diverse work experience opportunity covering a wide spectrum of research, analysis and project work related to records and information management. The successful candidate will be empowered to work independently. Well developed communication skills are required to document and communicate recommendations and any resulting policies, standards and guidelines.

Qualifications: You must be a recent graduate (within the last two years) from a recognized post-secondary institute with a diploma or a degree in a related field. Working knowledge of records management principles processes and practices is preferred. Consideration may be given to students who need to fulfill their practicum placements, but have completed their course work toward their program.

Note: This is a two year temporary salaried position. Final candidates will be asked to undergo a security screening. This competition may be used to fill future vacancies. Salary: \$41,292 TO \$58,236. **Closing Date: May 9, 2008.**

Competition No. 48325

Online applications are preferred. If you are unable to submit an electronic version of your resume, please submit your resume, quoting the competition number, to: Erin Lourie, Human Resources Consultant, Service Alberta, Human Resource Services, 11th Floor, Capital Health Centre, 10030 - 107 Street, Edmonton, Alberta, T5J 4L5. Phone: (780) 644-8776 Fax: (780) 415 6091.

We thank all applicants for their interest; however, only individuals selected for interviews will be contacted.

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www.jobs.alberta.ca