



**Information  
Services  
Corporation**



**2012  
Saskatchewan's  
Top Employers**



**Canada's Best  
Diversity  
Employers 2012**  
ASMT

## **Summer Student Opportunities**

**Number of Positions - 6**

**Administrative Assistant – Various Business Units**

**Temporary Position – May 1st, 2013 to August 31, 2013**

**In-Scope Level 3 | Hourly Wage: \$17.681**

**Open Competition**

**Competition #03-T-Summer-2013-KS**

**Job Posting Date –January 7th, 2013**

**Closing Date –Thursday, February 28<sup>th</sup>, 2012 @ 4:00p.m.**

Information Services Corporation (ISC) is the provincial Crown corporation responsible for the administration of land titles, vital statistics, survey, personal property and corporate registries, as well as related geographic information and mapping systems. ISC is committed to achieving and maintaining national standards for quality and healthy workplaces.

### **Position Summary:**

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A number of ISC's work units are seeking enthusiastic Summer Students to work within their teams as Administrative Assistants. The goal in hiring students is to match educational pursuits and interests to the different Registries and Departments within the Corporation. Depending on which unit the successful candidate is hired into, there are a number of duties specific to the type of work being done within that unit, as well as general duties, which may include the following responsibilities:

- Assisting internal and external customers with various requests for service and information;
- Researching and reporting on items of interest to managers and co-workers
- Supporting the work unit through the completion of various tasks as needs require

### **Successful candidates MUST be:**

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- Enrolled full-time in a recognized post-secondary education program
- Returning to full-time studies in the Fall Semester of 2013
- Available for work on a full-time basis from May through August

### **Key Competencies:**

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- **Communication** - Demonstrates active listening and responds in a respectful, timely, and coherent manner.
- **Customer Service Orientation** - Follows through on customer/co-worker's requests in a timely and respectful manner.
- **Results Driven** - Understands role expectations and accepts responsibility for meeting targets and for the outcomes and standards of own work.
- **Concern For Order** - Pays attention to detail with respect to fulfilling job responsibilities.
- **Teamwork** - Acts as an effective team member, by co-operating and helping others to get tasks completed.

Please clearly describe in your résumé and/or cover letter how you have gained these position requirements and apply online for the Summer Student posting at our website: [www.isc.ca/careers](http://www.isc.ca/careers).

*For inquiries regarding the job posting or the position requirements, please contact Human Resources at:*