



## Aboriginal Students Internship/Co-Op Program

### Program Goals

The goal of the Program is to:

- Provide the aboriginal student with business-relevant learnings/projects that will allow them to independently manage responsibility, with support from an assigned Supervisor.
- Provide a work-related experience that will contribute in developing skills and knowledge, not always learned in a post-secondary education environment, in a friendly and supportive work environment.
- Contribute to understanding how a business works and where he/she fits in the “bigger picture”.

### Program Structure

The student is required to complete eight to twenty weeks of continuous work experience between their first and fourth years of academic study (or specific structure/timelines per the Post-Secondary Institute). The program will start at the end of June and run until mid-August. Based on the program set up by the Post-Secondary Institute. This internship/Co-Op position is an hourly paid position and the hourly rate will be based on the student’s school year.

### Expectations of the student

- Research Sanjel Energy Services to get an understanding of our Company’s Missions and Guiding Principles
- Review the job description to determine if this role is a fit with the intern’s expectations
- Prepare for an interview with questions and relevant information
- If provided an offer of employment, honor the commitment in full as outlined in the offer
- Provide a feedback report to their Supervisor

### Expectations of Sanjel Energy

- Ensure the responsibilities and accountabilities assigned align with the intern’s education
- Provide feedback report and discussion on the intern performance during and before the completion of the internship
- Provide support, guidance, and collaboration

Sanjel offers individuals a dynamic work environment. The driving force behind our organization is the sincere commitment to our people, and their focus on exceeding customers' expectations.



**Support Analyst - Shared Services**  
**Calgary, Alberta**  
**Summer/Fall 2021**

**Position Description:**

The Shared Services' team, at Sanjel Energy, is comprised of our Information Technology (IT), Administration, Human Resource (HR) and Training & Development departments.

The **Support Analyst - Share Services** will report directly to the **Director - Shared Services** and will be located at our **Head Office** in Calgary, Alberta. The **Support Analyst** will carry out duties as directed by the senior members of the team or by the Director. Responsibilities will encompass all functions within the Shared Service team providing an excellent opportunity for the analysts to learn more about each function.

**General Responsibilities:**

- Composing correspondences, reports, and creation and modification of documents for various departments and groups.
- Assist with drafting HR policies and assist with Payroll and Recruitment programs
- Collect software requirements from the user to create software requirements documents and assist in software testing.
- Work with Excel and PowerBI to create reports
- General clerical duties such as photocopying, faxing, mailing, filing, catering orders for meetings, setup and coordination of meetings, data management, and maintenance of calendars and contacts.

**Qualifications:**

- Enrolled in Office/Business Administration, Computer Science, HR or other related program.
- Able to work independently or within a team.
- Good written and oral communication skills.
- Experience with Microsoft Word Applications, including; Word, Excel, PowerPoint, and Outlook.
- Team player, punctual, pays attention to detail, quick learner, and stays on task.

**Please email Resume and Cover Letter to:**  
**Susie Sochowski, HR Manager**  
[HR@sanjel.com](mailto:HR@sanjel.com)