

# Job Posting

Edmonton

## Business Transformation Summer Student Job Number: 48922

*Up to 4 temporary full-time position for 4 months intended specifically for students currently enrolled in a education, business, strategic management, instructional design or related post-secondary degree program, commencing in May 2024*

***If you are a highly motivated team player with a keen interest in gaining experience in training materials development, consider joining the Business Transformation Training Team! Enterprise Resource Planning (ERP) implementation projects don't come around often, and this is your chance to work in a dynamic environment with experienced training practitioners and deal with a variety of materials design and training development responsibilities.***

The City of Edmonton is a multi-billion dollar corporation serving nearly one million residents, with 73 programs and services. We keep people safe. We keep people moving. We make Edmonton a great place to live, work and play. As the City of Edmonton continues to experience rapid, multi-faceted change as a result of the larger social, economic, political and technical influences in our environment, we are tasked with providing an increasing array of services in a more open, adaptable, responsive and fiscally responsible way. In order to deliver on the increasingly complex and evolving needs of the City, it is crucial that this work realizes numerous qualitative benefits that will transform our corporate finance, human resources and supply chain processes.

Enterprise Commons is a multi-year initiative that will implement a single, modernized, core enterprise resource planning software solution. Enterprise Commons is the City's integrated, single, cloud-based SAP system that will replace the City's legacy human resource, finance, plant maintenance and supply chain systems. This will result in lower software costs for the City of Edmonton, standardized working processes, increased efficiency and greater integration between business areas such as Finance, Human Resources and Supply Chain Management.

### As a part of the team, you will:

- Support the development of Learning Materials, working collaboratively with team members
- Create, update and evaluate training materials with Subject Matter experts including: e-learning, instructor-led training, system demonstrations, quick reference guides, just-in-time videos, webinars, training manuals, etc.
- Monitor and report on the development status of learning materials
- Maintain learning and development documents library, evaluation forms, and other administrative duties as required
- Participate in program-related meetings, presentations, and leadership updates
- Perform other related duties as required

### Qualifications:

- Current enrollment at a post-secondary institution in education, business, strategic management, instructional design or related degree program
- Experience expressing ideas and concepts effectively (ie. making technical information meaningful to a general audience) through the creation of presentations, media materials, and written materials
- Experience using Google Workspace applications or equivalent applications

### Skills Required for Success

- Excellent oral and written communication skills
- Excellent time management and organization skills
- Willingness to work independently and with a team
- A commitment to service excellence
- Commitment to a culture of inclusion and understanding
- Alignment to our [Cultural Commitments](#)
- Alignment to our [Leadership Competencies](#)

### Conditions of Employment:

- As part of your application, we ask that you attach an unofficial transcript or enrollment verification letter (indicating you are enrolled in a related post-secondary degree program). Talent sourced through this process may be considered for similar opportunities within the City.
- This position will be a combination of working from home and on-site working conditions.

### Additional Details:

**Hours of Work:** 40 hours per week, Monday - Friday

**Salary Range:** \$19.749 - \$ 25.135 (Hourly)

**Talent Diversity Consultant:** JY/JR

The weekly hours of work for this position are currently under review and may change at a future time. Any changes will be made in accordance with the City of Edmonton/Civic Service Union 52 collective agreement and the incumbent will be notified in advance.

The City of Edmonton is committed to inclusive, respectful and equitable workplaces that represent the communities we serve. We continuously improve our systems, policies and practices to remove barriers and ensure our employees, in all their diversity, can succeed. We value applicants with a diverse range of skills, experiences and competencies, and encourage you to apply. To learn more, see the [Art of Inclusion: Our Diversity and Inclusion Framework](#) and [Indigenous Framework](#).

The City of Edmonton strives to provide reasonable access and accommodations throughout the application and selection process. If you would like to request an accommodation at any stage of the process, please contact [Employment@edmonton.ca](mailto:Employment@edmonton.ca).

**Classification Title:** Student Professional

**Posting Date:** Feb 16, 2024

**Closing Date:** Mar 3, 2024 11:59:00 (MST)

**Number of Openings (up to):** 4 - Student Position Full-time

**Union :** CSU 52

**Department:** DCMO - Financial and Corporate Services

**Work Location(s):** Century Place, 4th Floor, 9803 - 102A Avenue Edmonton T5J 3A3

Visit [www.edmonton.ca/careers](http://www.edmonton.ca/careers) for information on how to apply