Summer Student Employment Opportunities (up to 3 positions)

- Database Update and Development – Summer Student
- Social Media Marketing – Summer Student

PTRC is looking for up to three highly motivated summer students to work alongside our scientific project team and our communications team in making improvement to an existing content database, increase PTRC’s social media presence, participate in field work and assist with successful completion of the Williston Basin Petroleum Conference.

Term of Work: May 9th to August 26th, 2022
Status: Full-time Summer Employment (37.5 hours per week)

**Database Update and Development Duties**
Through working in collaboration with the Director of Operations, and the Manager of Operations, a successful candidate will:

- learn about the PTRC’s research programs and current databases/website content
- identify and implement improvements to the databases, including improving security, access, and search-ability
- Assist with content development and website design improvement or rearrange and redesign the website
- compile a list of CO₂ and methane emission regulations for both Saskatchewan and Alberta
- identify, add and develop content for the Glossary section of the PTRC’s website that accentuates the instructiveness, interactivity, and visual experience of the entries
- create and/or update PTRC informational charts, graphs, and infographics for use within the Glossary; each glossary entry should have an affiliated visual
- develop an awareness of PTRC by participating directly in some of the field work being conducted in projects, including the Aquistore CO2 storage project and potential field work at enhanced oil recovery operations
- assist in planning and organizing Mitacs student’s presentation day
- assist in the daily office operations of the PTRC, including assisting with Williston Basin Petroleum Conference that will be held on May 17 and 18th, 2022

**Social Media Marketing Duties**
Through working in collaboration with the Director of Communication, and Communication Coordinator a successful candidate will:

- learn about the PTRC’s social media strategies
- assist with improving social media presence through LinkedIn, Twitter, Facebook, Instagram, YouTube, etc.
- reshare contents from other sources (Associations, connections, sponsors)
- engage with customers on social networks
• assist with blog posts, advertise PTRC on social platforms, generate leads and report to upper management
• improve awareness about PTRC’s mission, vision and strategy
• rearrange PTRC’s films and images from previous photoshoots and film footages

Successful candidates will be:

• pursuing an undergraduate degree in geology, engineering, computer science, humanities, or social sciences.
• a Canadian citizen or landed immigrant, able to work in Canada
• in possession of excellent skills in Microsoft applications such as Access and Office
• self-motivated and in possession of a good work ethic
• good at written and spoken English
• able to travel within the province for field trips or tours
• available for employment effective May 9th

Interested applicants should submit their resumes and cover email to PTRC via careers@ptrc.ca. Deadline for submissions is March 31, 2022.

Salary: $22.00 per hour, with a full-time workweek of 37.5 hours

PTRC is committed to diversity and inclusion in our hiring. We strive to create an inclusive workplace. PTRC is committed to selections based on merit and to the full participation of diversity groups. These include the four groups recognized by the Saskatchewan Human Rights Commission: indigenous peoples, visible minority individuals, persons with disabilities and women in under-represented professions, as well as LGBTQ+ persons and newcomers to Saskatchewan.