

Job Posting: 3182 - Position: Communications Co-op Student

Co-op Work Term Posted:	Spring
Application Deadline	09/27 11:59 PM
Application Method:	Career Bridge
Posting Goes Live:	09/13 4:15 PM
Job Posting Status:	Expired

Company Information

Organization	Nexen CNOOC Ltd
Salutation	Ms.
Job Contact First Name	Jane
Job Contact Last Name	Doe
Contact Title	Senior Advisor / Talent
Address Line One	Acquisition 123 - 7th Ave SW
City	Calgary
Province / State	Alberta
Postal Code / Zip Code	T1K 3M4
Country	Canada

Job Posting Information

Term Posted	Spring
Job Title	Communications Co-op Student
Employer Competition / Job Posting Number	STUDENT00589
Duration	12 Months
Job Location	Calgary, AB
Job Description	

Company Overview

A global energy leader with an exciting future

Nexen is an upstream oil and gas company responsibly developing energy resources in some of the world's most significant basins, including the UK North Sea, offshore West Africa, the Gulf of Mexico and Western Canada. A wholly-owned subsidiary of CNOOC Limited, Nexen has three principal businesses: conventional oil and gas, oil sands, and shale gas.

As a wholly-owned subsidiary of CNOOC Limited, Nexen is better positioned than ever to realize our central purpose – creating value by responsibly supplying the energy that fuels people's lives. While ownership has changed, our purpose, values and principle-based approach to doing business, remain unaltered. Our high standards of integrity and governance have earned us a global reputation for valuing the big picture: people, safety and the environment. Your contributions are rewarded with a highly competitive compensation package and a healthy work-life balance, and training that will open doors to

your future.

Student Opportunities

At Nexen, we have new graduate and student employee development programs that accelerate your career and allow you to step in, step up and stand out. During your work term, you will gain practical experience, develop technical skills to complement your academic learning, and gain exposure to future opportunities at Nexen. To be eligible for our co-op student program, you must be enrolled in a co-op/intern program sponsored by an accredited post-secondary institution.

Location & Business Unit Overview

Calgary, Alberta

- You may be eligible to receive relocation assistance.

Position Overview

Start Date: **January 8;**

Work Term Length: **12 months;**

Education: **3rd Year Communications/ Journalism Bachelor Student;**

Eligibility: **Student must be enrolled in a formal co-op/internship program with their post-secondary institution;**

Number of positions available: **1;**

Business Unit: **GSS - Employee & HR Communications;**

Job Duties & Responsibilities

- Assist with the development and launch of corporate initiatives that support our purpose, strategy, values and goals.
- Through assessment and best practice benchmarking, ensure content on the Loop homepage and the News to know are efficient and effective and drive our business strategies forward.
- Provide communications counsel and support to internal clients.
- Assist with company-wide communications to enhance employee engagement such as: ensuring performance and financial updates are communicated via the Loop and News to Know and communicating the actions taken to address employee engagement results.
- Develop and manage digital screens to support communication initiatives.
- Supporting team with Management Lunch & Learn sessions, employee and business unit town halls and other activities as required.
- Provide support in managing the Loop and editorial calendar.
- Balancing priorities of client groups with the day-to-day challenges of keeping content on the Loop current and completing scheduled tasks such as the News to Know.
- Strategic thinker but also an in-the-trenches worker that knows how to balance planning with the hands on work required to get the job done.
- Putting in place effective processes that enable work to occur in a proactive manner while still meeting the day to day demands of the job.

•Influencing the work of others, with no direct authority (for example: IT must support content development on the Loop, others in the Corporate Communications team are relied on to meet Loop deadlines)

Job Requirements

Qualifications

Requirements:

- Eligible to work in Canada;

Additional Skills:

- Strong safety mindset;
- Motivation to achieve and exceed superior results;
- Strong obligation to accountability;
- Demonstrated effective decision-making skills;
- Innovative with “can do” attitude;
- Values feedback as a learning tool;
- Ability to collaborate without boundaries and align with a team to achieve highest quality results;
- Strong computer applications knowledge (Excel, Word, PowerPoint, Outlook);
- Strong analytical and problem solving skills.
- Ability to write, edit and present messages concisely, clearly and effectively for diverse audiences in a variety of media.
- Intranet management experience - ideally Lotus Notes or SharePoint experience.
- Comfortable moving between different programs including HTML coding, Lotus Notes and Adobe Photoshop.
- Well-developed ability to manage self (a “self starter”) and perform under pressure and meet deadlines.
- Able to establish and maintain effective, positive relationships.
- Apply problem-solving and decision-making skills and techniques.
- Participate effectively in meetings and contribute positively to teams.
- Adapt quickly and effectively to changing environment.
- Strong organization skills with an emphasis on tactical delivery that’s aligned with big picture strategy.
- Creative.

Preferred Academic Level	Undergraduate
All Programs	No
Targeted Degrees and Disciplines	Bachelor of Arts (BA) Bachelor of Fine Arts (BFA) Bachelor of Management (BMGT) Accounting Anthropology Art Canadian Studies Computer Science BMgt Digital Audio Arts Dramatic Arts

Economics BA
Economics BMgt
English
Finance
First Nations' Governance
French
French/Spanish
General Major - Humanities
General Major - Social Sciences
General Management
History
Human Resource Management & Labour Relations
International Management
Management Information Systems
Marketing
Music
Native American Studies
New Media
Philosophy
Political Science BA
Political Science BMgt
Psychology
Religious Studies
Sociology
Urban & Regional Studies
Women & Gender Studies

Projected Start Date January 08 12:00 AM
Projected End Date December 31 12:00 AM

Application Information

Additional Application Information

As part of your application, please ensure to:

- Indicate if you are enrolled in a co-op or internship program;
- Include your co-op coordinator's contact information (ART/SCI students: Lynette Harty, hartly@uleth.ca, 403-394-3938; MGT Students: Susan Roulston, coop.assist@uleth.ca, 403-394-3935);
- Indicate if you are available for the full work term;
- Include your GPA and expected graduation date;