

Job Posting:170506 - Position: F25 Data & AI Governance Intern 4 or 8 months 170506B

Co-op Work Term Posted: 2025 - Fall
App Deadline 06/24/2025 09:00 AM
Application Method: Through Employer Website
Posting Goes Live: 06/09/2025 11:57 AM
Job Posting Status: Approved

ORGANIZATION INFORMATION

Organization Dayforce (formerly Ceridian)
Address Line 1 4110 Yonge Street, Suite 400
City Toronto
Postal Code / Zip Code M2P 2B7
Province / State ON
Country Canada

JOB POSTING INFORMATION

Placement Term 2025 - Fall
** Job Title ** F25 Data & AI Governance Intern 4 or 8 months 170506B
Position Type Co-op Position
Job Location Remote
Country Canada
Duration 4 or 8 months
Work Mode Fully Remote
Salary Currency CAD
Salary 0.0 per hour for 37.5 Major List
Salary Range \$ 28.2 - 32.3
Job Description

Dayforce, a global leader in Human Capital Management (HCM) with headquarters in Toronto, Ontario, and Minneapolis, Minnesota, operates across North America, EMEA, and APJ regions. Our Cloud HCM platform, recognized for its unified database and continuous calculation engine, enhances efficiency, productivity, and compliance for global workforces. We are committed to "Making Work Life Better™" for employees, customers, and partners worldwide.

As an Intern at Dayforce, you'll gain real-world experience with meaningful responsibilities, access to development programs, and the chance to collaborate globally, bringing new ideas and optimizing processes across multiple business units.

Job Title: Data & AI Governance Intern 4 or 8 months

Location: Virtual

Duration: Fall 2025 - 4 or 8 months

Availability: *Full-time availability of 37.5 - 40 hours weekly is required to be eligible for this opportunity.

Benefits for Students:

- Experience working for one of the fastest growing Human Capital Management technology companies in the world Access to Dayforce's development programs and resources
- Ability to work with as well as create relationships with members across the globe
- Autonomy to bring forth new ideas and optimize existing structures within the organization
- Meaningful responsibilities, enabling you to obtain 'real-world' experience
- Dynamic hands-on exposure to multiple business-units and stakeholders across Dayforce

About the opportunity:

Reporting to the Data & AI Governance manager, we're looking for a motivated intern to support the ongoing development of our Data Governance and AI Governance programs. This is a hands-on role ideal for someone curious about how organizations manage customer data responsibly, assess risks tied to AI, and build internal accountability for ethical tech use. You'll gain practical experience working on policy development, data inventories, risk assessments, and compliance tracking alongside a collaborative cross-functional team

We are looking for fun, intelligent, team-oriented people who want to work in an agile environment and believe in our values: Customer Focus, Transparency, Diligence, Optimism, and Agility.

What you'll get to do:

- Assist in maintaining and improving the organization's data and AI inventory, including classification of systems and uses.
- Support governance reviews of new projects involving customer data or AI tools, helping ensure alignment with internal policies and regulatory requirements (e.g., GDPR, CCPA, EU AI Act).
- Contribute to the development of documentation templates (e.g., data flow diagrams, model cards, risk assessments, or AI use justifications).
- Help track and update the status of remediation plans for any identified data or AI governance gaps.
- Conduct research on regulatory developments, ethical frameworks, or best practices and present findings to the team.
- Assist with training and communication materials to improve AI and data literacy across the organization.
- Participate in team meetings, internal audits, and stakeholder interviews to understand business practices and risk profiles.

What's in it for you

Dayforce is fueled by the diversity of our talented employees. We are an equal opportunity employer and consider and embrace ALL individuals and what makes them unique. We believe our employees should be happy and healthy, with peace of mind and a sense of fulfillment.

We encourage individuals to apply based on their passions.

Dayforce encourages personal and professional growth. We offer excellent time away from work programs, comprehensive wellness initiatives and recognition through competitive pay and benefits.

With a commitment to community impact, including volunteer days and our charity, Dayforce Cares we provide opportunities for you to thrive both in your career and personal life. Our focus is not just on your job but on supporting you to be the best version of yourself.

Fraudulent Recruiting

Beware of fraudulent recruiting. Legitimate Dayforce contacts will use an @dayforce.com or @Ceridian.com email address. We do not request money, checks, equipment orders, or sensitive personal data during the recruitment process. If you have been asked for any of the above, or believe you have been contacted by someone posing as a Dayforce employee, please refer to our fraudulent recruiting statement found here: <https://www.dayforce.com/be-aware-of-recruiting-fraud>

Job Requirements**Skills and experience we value:**

- Current enrollment in a Bachelor's or Master's program in a relevant field (e.g., Information Systems, Data Science, Public Policy, Legal Studies, Ethics, Computer Science, Business).
- Strong analytical, writing, and organizational skills.
- Interest in data privacy, AI ethics, emerging technologies, or AI accountability.
- Familiarity with basic data governance or AI concepts (e.g., what constitutes PII, purpose limitation, bias in algorithms) is a plus.
- Comfortable working with documents, spreadsheets, and online collaboration tools (e.g., Google Workspace or Microsoft 365).
- A proactive mindset, eagerness to learn, and willingness to ask questions

Citizenship Requirement N/A

APPLICATION INFORMATION

Application Procedure Through Employer Website

Cover Letter Required? Yes

Special Application Instructions

Application Link: <https://jobs.dayforcehcm.com/en-US/mydayforce/alljobs/jobs/83348>

Please click the "I intend to apply to this position" button on SCOPE and also submit your application via the employer's website.

Applications are accepted on a rolling basis and the posting may be expired at any time by the employer as submissions are received.

Students should submit their applications as soon as they are ready.