

Project Management Intern Position

Reports to: Director of Process and Project Management, Luecrita Haraughty

Job Description

Duties and Responsibilities:

The Project Coordinator assists the Project Management team with information technology processes and projects within the Office of Information Services (Information Technology Services). They will assist with monitoring work to keep the project and all related processes running smoothly. They will report progress to assure deadlines, standards, and cost targets are met. They will assist the Project Management team with communication of technology projects and process.

1. 55% - Project Management
Following defined processes, provide process and project oversight for selected campus projects. Assist with documentation, building work plans, schedule meetings, and monitor activity throughout project implementation.
2. 30% - Communication
Assist project team with communicating project management and process procedures. Assist with preparation of status and activity reports.
3. 15% - Perform other duties as assigned.