Sample Job Description #11:
Project Management Intern - State of XYZLand (TEST ORGANIZATION)

Job Duties:

This is a temporary position involving various duties that permit exposure to the student’s field of study and/or provide experience that is a useful addition to the student’s education and meaningful preparation for future professional employment. The position may be assigned in the Columbus Downtown or Pickerington location.

Under immediate direction and under work guidance of administrative staff, assists and supports division(s) in development of business projects (areas of specific interest include Business Communications, Analytics, and General Business): Utilizes Microsoft Office products; prepares spreadsheets with data interpretation; performs related duties in support of project efforts (e.g. design, monitoring, data extraction, research and reporting) in areas of performance monitoring, outcomes and compliance with policies and rules; provide support with project meetings (schedule project meetings, assist with project documentation, document meeting minutes, and project action/task items); create/analyze process workflows to increase efficiency with cross-functional divisions and/departments; communicate project/program manager requirements; analyzing data trends, creating reports; supports project and initiative alignment efforts with BWC Administrator’s vision, mission and goals; creates and maintains files; drafts internal correspondence; performs general and/or clerical duties as assigned related to the business of insurance.

Minimum Qualifications:

Must be currently enrolled in an undergraduate, graduate, or doctorate program. Proof of academic enrollment (current transcript) must accompany application.

Major Worker Characteristics:

Knowledge of: divisional and departmental policies and standard operating procedures; insurance industry; Microsoft products (Word, Access, Excel, PowerPoint, etc.),

Skill in: personal computers and laptops; creative thinking and conceptualization; messaging, good verbal and written communication skills.

Ability to: carry out simple instructions; deal with some abstract but mostly concrete variables; deal with non-verbal symbols in formulas, equations or graphs; add, subtract, multiply and divide whole numbers, fractions, decimals and percentages; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; arrange items in numerical or alphabetical order; gather, collate and classify information about data, people and/or things.