Position Information

Below you will find detailed information for this job. Click the link for Organization Name to view more information about the employer.

If Submit Resume is available above, click it to submit your resume directly to this employer. If it is not, please read the Application Instructions below for details on how to send your resume to the employer.

Job Reference Number: 69136 / Intern – Project Assistant (Spring 2016) Volvo Group

Number of Openings:

Work Schedule:

Wage/Salary:

Employment Start Date: Employment End Date:

Job Description:

Summary

Work alongside seasoned Project Management professionals to develop skills required to assist Project Managers and to take on small assignments internally within the PM America's department as directed by the ITC Consulting Manager, PM Americas.

Purpose of the Position
The Project Assistant internship role provides students with the opportunity to apply academic knowledge and skills in a professional environment, and to promote the graduate's career goals through contact with professionals in their field of study. The internship experience enables students to actively participate in both supporting other project managers as well as taking on small delivery assignments as skill level increases. Internships are structured learning experiences where interns and our full time professionals work together on projects. The internship allows students to integrate knowledge and skills in a manner that is mutually beneficial to the student and to Volvo Group IT Services.

The Project Assistant job supports an experienced Project Manager who is leading a temporary organization established for the purpose of delivering a unique service, solution, implementation or other result. A project is limited by time and cost. It delivers the agreed result within the defined scope and limitations. The Project Assistant will support the Project Manager who is responsible for the initiating, planning, executing, controlling and closing processes throughout a project.

The internship position is for the Spring of 2016, the specific work days and hours will be flexible within a minimum of 15-20 hours per week, agreed upon with the hiring manager.

Core Responsibilities
- Supporting the Project Managers in coordinating work related to analyzing business requirements and securing deliveries
- Building and maintaining good relationships with project stakeholders
- Supporting the Project Manager with budget and projects’ risk reporting
- Assisting with project communication flow as directed by the Project Manager
- Supporting the Project Manager with project scheduling, cost and quality reporting
- Supporting the Project Manager in taking steering committee and other meeting minutes for various projects

Professional Objectives
- Weekly Writing Assignments: Brief written summaries of the learning experiences and project updates will be required
- Project Presentations: Formal project presentations will be required to be presented to peers, management, and senior leaders within the organization
- Performance Feedback: Throughout the entire experience, the manager will provide verbal and written feedback on work performance. At the end of the internship, each intern will be given a formal written evaluation based on their work performance

Essential Skills and Minimum Education Requirements
- Some exposure to and interest in information technology and project management
- Applicants must be currently enrolled and pursuing a degree in Information Technology, at an accredited school and have completed 30 semester hours prior to the start of the internship.
- Applicants should be interested in pursuing a professional career in IT or IS with a specific interest in Project Management.
- Applicants must have a minimum cumulative grade point average of 3.0.
- Applicants should be proficient in Microsoft Office Applications (Excel, Access, Word, and PowerPoint), with experience in collaboration tools being a plus

Personal Competencies
- Strong Analytical and Problem Solving Skills
- Effective professional verbal, written and interpersonal communication skills
- Strong interpersonal skills
- Technical Skills
- Peer Relationships
- Integrity and Trust
- Standing Alone
- Action Oriented
- Perseverance

Expected Commitment
Spring of 2016, the specific work days and hours will be flexible within a minimum of 15-20 hours per week.

Volvo Group North America is an Equal Opportunity Employer
E.O.E./M/F/D/V
Qualifications:
see job description
Application Instructions:
Online Application Address:
http://www.volvo.com/group/global/en-gb/career/ (javascript:)
Posting Information
Job Location:
Greensboro
Applicant Type:
Co-op
Minimum GPA:
Work Authorization:
U.S. Citizen or U.S. National, Permanent U.S. Resident, Student (F-1) Visa
Graduation Start:
Graduation End:
Academic Level:
Degree Levels:
Major(s):
College of Agriculture & Life Sciences, College of Architecture & Urban Studies, College of Engineering, College of Liberal Arts &...
Post Date: 10/7/2015  
Expiration Date: 10/31/2015

More Information from LinkedIn

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