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# Example of Program Intern Job Description

Our company is growing rapidly and is hiring for a program intern. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for program intern

* Develops and monitors key product, program, and business measures
* Develop and maintain standard operating procedures for your team and their interactions across the organization
* Assist with the rebranding and organization of the PPM SharePoint website and dashboards
* Help to build and communicate Portfolio and Program Process Governance methods
* Interact with the Shared Infrastructure Leadership team
* Advise on best practices for Program and Portfolio Management
* Assist with viewing and logging completed HGTV and DIY Network integration
* Screen integrated and non-integrated programs for potential advertiser conflicts
* Assist with duplication needs and serve as main contact for media center requests
* Assist with maintaining department's internal website

## Qualifications for program intern

* Detail-oriented, well-organized, and the ability to manage multiple projects and priorities simultaneously
* Must be at least a college junior in good standing, an advanced student, or a recent graduate
* Must be detail-oriented, well-organized, and able to complete multiple assignments under tight deadlines
* Must have a serious interest in nonproliferation issues
* Full-time applicants (35 hours per week) preferred
* Strong academic record with a demonstrated interest in African affairs