



Example of Management Intern Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is looking to fill the role of management intern. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for management intern

- Installing and supporting classroom AV equipment
- Tracking support progress and completing tickets in a ticket management system
- Assisting with the management of inventory and assets
- Utilizing available administrative tools to ensure system integrity and information security
- Conducts independent research of administrative or operational areas specific to the area of assignment
- Collaborates with the Principal Investigator and CGEST team in order to gain knowledge and experience related to program tasks
- Assists with the planning, communications, and delivery of COMPUGIRLS programs that support access and success of under-represented and at-risk populations in STEM
- Assists in developing documentation, tracking, monitoring, analysis and reporting of specific programmatic activities
- Performs tasks related to specific program assigned, such as event planning, tracking event attendance, development of brochures, tracking expenditures, prepares documents or other unique projects
- Assists with the hiring, training, and supervising of program staff to support COMPUGIRLS programs

Qualifications for management intern

- Coordinates programs and assists in specialized administrative or technical projects
- Conducts independent research of administrative or operational area specific to area of assignment
- Assists in the development of new programs and grant proposals
- Develops Data Analysis Reports as needed
- Assists with the planning and delivery of outreach programs that support access and success of under-represented and at-risk populations and promote social embeddedness