



# Example of Program Management Intern Job Description

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Our company is hiring for a program management intern. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for program management intern

- Develop qualitative and quantitative analysis from key research and data sets
- Create related presentations and documents given structured direction & narratives
- Summarize and communicate meeting action items and decisions
- Schedule meetings with internal stakeholders as necessary
- Provide program management support to various project owners to ensure that projects are properly resourced, on-track, and within budget
- Work within a team environment to define, drive and track mission-critical strategic initiatives
- Oversee multiple concurrent projects and their resources by following up with core team groups, to achieve target program outcomes and goals
- Help manage a cross functional team to meet program requirements and milestone goals
- Help build and develop business models, proposals, plans and strategic roadmaps for new business pursuits
- Generate customer quotes and develop system to track approval rates

## Qualifications for program management intern

- Current student or alumni of Wellesley College
- Previous Business Experience of some nature, corporate or entrepreneurial,

- Student (f/m) currently enrolled at a university or university of applied sciences
- Develop customer presentations and ensure programmatic actions are implemented based on project plan
- Develop strong internal and external customer relationships