



Example of Program Management Intern Job Description

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Our growing company is looking for a program management intern. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for program management intern

- Develop regular project progress reports and communicate key insights to the Channel Program Manager
- Supports program managers by tracking hardware deliveries to testing labs
- Work with operations and supply chain to coordinate installation or testing equipment for labs
- Assists Program Managers in maintaining project schedules
- Track and coordinate action item closures across IPT
- Schedules meeting and support meeting set-up if needed
- Work with program managers to consolidate financial reports
- Support the Program Specialists and Coordinators regarding assigned account(s) and duties in support of broader initiatives
- Develops automated processes for tracking and reporting live data
- Support improvements to Program Management daily layered accountability meetings and integrated project team meetings

Qualifications for program management intern

- Team player mentality and bias for action and timely behavior
- Actively enrolled in a Bachelor's degree in Finance, Accounting, Business Management, Supply Chain, Human Resources, Communications, Psychology or a related field from an accredited institution and within one year of

- Current student or alumni of William & Mary
- Current student or alumnus of Howard University
- Current student or alumni of Pennsylvania State University (University Park)