UF Information Technology

Internship Title: IT Project Manager Internship
Department: Customer Experience and Resource Planning
Work Location: Primary location is the Ayers 720 SW 2nd Avenue Gainesville, FL 32601 building, along with on-campus locations as needed

Brief Description of Internship:

This internship position will assist the UFIT Customer Experience and Resource Planning (CERP) project management team with project organization activities, meeting coordination, and project management toolset administration. The UFIT CERP project managers meet regularly with project teams to understand their needs and the priority of IT requests to UFIT.

Specific Duties:

- Assisting with capacity analysis for new projects
- Monitoring and updating UFIT project management tools
- Meeting coordination (scheduling, notetaking, confirming attendees)
- Assists in updating key project management documents

Hours Per Week: 18 - 20 hours per week, preferred 20 hours per week

Qualifications Needed:

- Genuine curiosity and willingness to self-start
- Ability to communicate effectively over phone, email, instant message, and other communication tools
- Curiosity with the project management process
- Excellent reliability including time management skills
- Strong writing and grammatical skills
- Ability to use Office 365 (Word, Excel, PowerPoint) effectively

Learning Objectives:

- Learning core project management competencies aligned with the Project Management Institute
- Demonstrate openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences
- Develop and demonstrate effective work habits, including time management, punctuality, and personal accountability related to the work and its function in the economy
- Identify, write down, and carry out performance objectives (mutually agreed upon by the employer, the UFIT experiential learning supervisor, and the student) related to the practical experience in their internship