

PROJECT MANAGEMENT JOB & INTERNSHIP DESCRIPTIONS

Full- Time Project Management – Private Industry

Major Job Duties and Responsibilities:

- Manage multiple large projects, independently own and manage multiple change requests, new initiatives, etc.
- Mindset to read and understand detail business and technical requirements;
- Identify key stakeholders and work to achieve project objectives
- Create detail project schedule, Gantt chart, critical path, etc.
- Manage project status report, issues, action items, risks, change log, internal and external dependencies, etc.
- Follow up on issues and action items towards resolution.
- Regularly monitor and report on project progress.
- Facilitate project status meetings, requirements and design discussions, and defect status reviews.
- Coordinate project estimating process, manage project budget, forecast, planned vs. actual.
- Work with vendors to develop, review and execute contracts.
- Develop innovative methods to effectively manage project constraints.
- Own and manage project SharePoint site, Project Work Book (PWB) and project communication plan.
- Work with project team to enforce compliance requirements.

Qualifications:

- Bachelor Degree in Business, Finance, Computer Science, IT or a related field.
- PMP certification required.
- Minimum of 5 years of project management experience required, preferably with payments systems, billing applications, formal project management methodology.
- Prior experience/knowledge of PMM processes is desirable.
- Proven experience in managing people, process and project in a heavily matrixed organization structure is required.
- Demonstrated experience leading technical teams in the delivery of large-scale software development, operational and integration efforts.
- Working knowledge of the software development lifecycle from requirements gathering to post-implementation production support, including quality assurance and system integration.
- Strong process orientation and a solid understanding of project management techniques, methodologies and best practices.
- Deep understanding of client contract management.

Internship Project Management– Private Industry

Job Description:

Our team is looking for a Summer Intern to work with our Project Managers to learn the practical next steps for a successful Project Management career. This is an exceptional opportunity for those interested in an IT project management career. This individual will attain valuable insight into project management practices and how to successfully utilize these skills for managing the development of complex systems. They will provide support to Program Managers in data collection and entry, improvements for reporting automation, report templates and integration with knowledge sharing sites.

What happens when you combine technology with travel?! Did you know that cutting-edge technology is used at our company by more than 1 billion people around the globe? Did you know that our processes approximately 85,000 transactions per second for the largest industry in the world - travel and tourism? Now, that we have your attention, our company is an innovative technology company that leads the travel industry by helping our customers (and employees) succeed. We are looking for forward-thinking, creative people who take ownership of results and make things happen. If this sounds like you, consider joining our team.

Qualifications:

Education: Currently pursuing a Bachelor's or Master's degree with a graduation date between August 2016 and June 2017.

Preferred Majors: Project Management, Business Information Systems, Information Science

Experience Preferred:

- Organized
 - High Initiative
 - Great Collaborator
- Excellent Communicator