



## **Information Technology Services**

Project Management Internship

Spring Term 2020-21

### **ABOUT**

Central New Mexico Community College (CNM) is the largest college in New Mexico, serving over 24,000 students. CNM provides affordable higher education throughout Albuquerque and its surrounding areas, and offers certificates and degrees in a variety of subjects.

CNM's Information Technology Services (ITS) department is responsible for providing project management support for a variety of technology projects. These projects vary in complexity and size. The ITS PMO (Project Management Office) works with technical and non-technical partners to manage projects all the way through the project life cycle, from intake to close, to ensure both technical and functional/non-technical requirements are successfully met.

You will play an integral role in supporting our IT Project Managers to ensure that technology projects are successfully completed.

### **WHO WE ARE LOOKING FOR**

You will be a great fit if you are a tech-savvy, self-starting, resourceful, entrepreneurial, endlessly curious, ambitious and creative individual with great interpersonal communication skills. You need to have effective time management and organizational skills, enjoy working within a team dynamic and the ability to embrace opportunities to learn and grow. You will be successful if you show up on time, pay attention to details, think on your feet, ask for help when you need it, and consistently demonstrate respect for others.

### **WHAT YOU WILL GET**

As a CNM ITS Project Management Intern, you will gain hands-on project coordination training working on technology projects. You will get valuable project management experience providing administrative support to IT Project Managers as, together, you work with diverse project teams to see projects through to completion.

- Experience working with seasoned IT Project Managers
- Experience working on a variety of projects across all fields
- Real-world collaboration with diverse project teams of all sizes
- Opportunity to develop and refine your skills
- Receive one-on-one mentorship with senior ITS project management team members

**REQUIREMENTS**

- Current CNM Student entering into 2<sup>nd</sup> term, receiving certificate of completion in project management
- Pursuing a related field of study (e.g. information technology)
- Familiarity with Microsoft Office applications (Outlook, Word, Excel)
- Familiarity with project management software tools is a plus
- Excellent communications skills, written and verbal
- Willingness to learn

LOCATION: CNM Main Campus

HOURS: 9:00 am – 5:00 pm

TIME COMMITMENT: 15 hours/week

PAY: \$13 - \$15 /hour depending on experience

**TO APPLY**

Please, submit a letter of interest and the most up-to-date resume to [ldutton1@cnm.edu](mailto:ldutton1@cnm.edu).