

IT Project Intern, IT Project Management Office – MaineHealth

Westbrook, ME

Hybrid, Temporary Full-Time

Description

The IT Project Management Office Intern position will help with general Project Manager activities as well as assisting with our implementation of Strategic Portfolio Management module for ServiceNow. This Intern will help understand and create training materials, data entry of old data to the new system, understand and research best practice for options in the system, develop pro and cons of the system and the future state of the Project Management Workflows. Translate narrative and concepts into workable, presentable, informed documentation for consumption by the PMO of (30 staff). Great opportunity for someone to get exposure to ServiceNow and Project Management.

Desired Skills/Academic Major

Strong candidate will be a quick learner, understanding of Process and Policy, understanding of System Development, communications, organization. Strong communication and interpersonal skills preferred. Able to review large blocks of information (online research, policies, individual research).

Location

Westbrook, ME

Hours/Details

Temporary full-time position, 40 hours per week. Combination of in-person and remote work. Hiring 1 intern.