PBUCC
internship program
2019

| Position: | Summer Intern - IT | Incumbent: | Open |
|-----------|--------------------|-----------|------|
| Reports to: | CIO | Department: | Information Technology |

## About the Pension Boards Summer Internship Program

**The Pension Boards** *First* **Summer Internship Program** is an eight-week paid internship that runs from **June 10 through August 9, 2019**. Our exclusive program will engage and select the brightest students from some of the best colleges in New York and beyond to experience and delve into the Pension Boards' core areas of work including Investments, Finance, Member Services, Information Technology, Human Resources, and Communications. This opportunity provides students with:

- A hands-on learning experience working on challenging projects with industry leaders
- Becoming an ambassador for our 105-year-old organization
- Offering insight and ideas that will be incorporated into our future plans
- Professional mentorship and one-on-one development interactions
- Networking and an environment conducive for building relationships with colleagues

*Location – this internship is based out of our NYC Location – 475 Riverside Drive, near Columbia University and Barnard College. The Pension Boards does not offer reimbursements for relocation, housing, or commuting costs.*

## Core Responsibilities

- Collaborate with colleagues to support projects through various stages of the full project life cycle from inception and definition through to project closure
- Support the day to day relationships with key stakeholders acting as a point of contact for queries and issues
- Provide highlight reporting of progress, tracking actions, risks and issues for projects
- Work with cross functional teams to solve a business problem from ideation to launch
- Manage time to deliver on all project commitments and seek opportunities to provide wider support to the IT department
- Prepare materials for internal presentations, memos and projects
- Assist in handling cost/benefit analysis to align the technology investment with business strategy
- Adhoc reporting & analytics
- Perform other related duties as requested

## Qualifications & Requirements:

- Pursuing a Bachelor's degree in Computer Science, Engineering, Business, or related discipline preferred
- Strong written and verbal communication skills
- Ability to think and work independently within a professional setting
- Strong analytical, problem-solving, and critical thinking skills
- Flexibility to work within a multiple disciplinary team and receive dynamic on-the-job training
- Highly organized; ability to manage and prioritize multiple tasks and deadlines simultaneously

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