Motlow College Career Planning and Extended Services

Student Success Center, Crouch Building
(931) 393-1612 ormailto:careerplanning@mscc.edu

Job Title: Program Management Intern
Company: Randstad Client Paid Internship
Web: www.randstadusa.com

Address:
City: Pulaski
State: TN
Zip:

Contact Name: Anna Welsh, PHR
Contact Title: RIS Workforce Consultant
Contact Phone: 931.242.2796
Phone Ext:
Fax: 770-970-6017
Salary:
Days:
Hours:

Job Description: Support program management function of onsite and offsite program managers
Support would be tasks delegated by any of the program management staff reporting from local to
international level.

Skills: Strong Microsoft Office understanding, team work, strong work ethic, sporadic hours, able to
multi-task and do multiple things at once but be flexible to swap tasks as a moment’s notice, good
communication.

The Candidate will work closely with company personnel ranging from, but not limited to, day to
day operations management, logistics, quality, engineers, operators, etc. The Candidate will gain
lots of exposure to corporate management, and if he/she chooses, could have advancements
options to grow with the company. The Candidate should be able to learn on the go with little
supervision and be willing to be flexible in job tasks. The Candidate will work closely with other
program managers while assisting in there day to day requirements. The Candidate will more than likely be asked to sit in and help lead meetings regarding assigned programs. The candidate will be not only a supportive figure but also a key role in aiding the program managers with their duties.

Ideally the candidate should have any of the following;

Mechanical Engineering
  - University 4 year program Junior or Senior
  - Community College 2-3 year program Final year
  - Toolmaking Apprenticeship program Final year

Contact Method: 931.347.3580 ask for Kayla

Job Type: Full-time

End/Removal Date: February 29, 2016