

Professional Services Intern

The Calabrio Professional Services organization is looking for an intern to assist their leadership team in a supporting role for departmental process, operations and policy creation and management.

WHAT YOU'LL BE DOING

- Provide operational support for the Professional Services Leadership team including Training Manager and PMO Program Manager
- Review and edit written and electronic training content
- Create, review and edit process and policy documentation for the Calabrio Project Management Office
- Participate in process planning activities, such as creation, governance and reporting
- Assistance with data entry for template building in Project Management tool
- All other duties as assigned

CORE COMPETENCIES

- Excellent writing and editing skills
- Strong written and verbal communication skills
- Strong project management skills and ability to work to a timeline
- Exhibit creative problem solving skills
- Must exhibit a curious, positive, team-oriented and enthusiastic approach
- Ability to work efficiently with multiple levels of management
- Ability to leverage a variety of resources and work through others
- The desire to excel in a fast-paced environment
- Other core competencies as assigned

EXPERIENCE/EDUCATION

- Currently enrolled and attending a college or university and be able to work at least 30 hours per week

MENTAL/PHYSICAL REQUIREMENTS

- Ability to sit for long periods of time depending on your position and/or getting up and down through your work shift
- Frequent alpha/numeric keyboarding
- Ability to view a computer for a long period of time

WORKING RELATIONSHIPS

- Report to manager or higher
- Work closely with peer engineers, group leads and other employees and departments in the company

INTERESTED IN THIS INTERNSHIP?

To apply, click [here!](#)

COMPANY POLICY/PROCEDURES COMPLIANCE

Follow all company policies and procedures as well as local, state and federal laws concerning employment to include, but not limited to: I-9 information, EEOC, Civil Rights and ADA

Find news and information at www.calabrio.com. Follow [@calabrio](#) on Twitter.

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