IT Project Management Internship

College to County Intern 2023 - Department of County Assets (DCA)

Pay Rate: $24.00 per hour

Job Type: Temporary College Intern

Duration: Summer 2023

Hours: 20 - 40 hours a week

Telework: Fully remote available (with coming into the office as requested or needed). Provided with a Telework Kit including devices necessary to work remotely.

Building Physical Location: 501 SE Hawthorne Blvd, Portland, OR 97214

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency: No

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What Does the DCA IT PPM Team Do?

The Portfolio and Project Management (PPM) team is part of the Department of County Assets Information Technology (DCA IT) division. DCA is responsible for all the physical assets at the county from buildings, cars, records, and technology. IT is responsible for providing and supporting the technology the county needs to provide services to the community including computer devices, phones, internet, websites and software applications. The PPM team plans, organizes, and controls project team activities and addresses project risks and issues to ensure that high-impact IT projects are completed successfully. We use high quality, inclusive and equitable project management practices that are repeatable and highly predictive of success. Through these projects, the PPM program delivers the new and enhanced technology that every department and program depends on to succeed in their missions. We ensure that current project work matches current organizational priorities with in-demand IT resources across project portfolios. The PPM program creates an atmosphere of continuous learning for project managers to enhance their skills and provide coaching to others.

Internship Description & Responsibilities:

This position will support the Project and Portfolio Management (PPM) team within the Information Technology Division of the Department of County Assets. This position may participate on one or more projects working internally with IT or specific county departments. This position will report to the IT PMO Manager and will be connected with other IT Project Managers for mentorship.

The internship responsibilities will be tailored to the interns skills and individual goals when possible and may include:

- Assisting with software development or vendor software implementations through coordinating activities, testing, etc.
- Creating process flow documents, user guides, training guides, presentation materials
- Preparing documents such as notes, action items, follow up materials
- Assisting with a data mart implementation and preparing for data governance
- Assisting with PMO activities such year-end reporting, project intake and service management by performing data analysis and visual representation, manager interviews, performance measure reporting, system configuration, etc.

Learning Outcomes:

Internships are inherently a learning experience for students and these are some learning outcomes and knowledge you could hope to gain from the experience.

- Visibility and experience in working within an IT Project Management Office (PMO) on real projects that benefit Multnomah County
- Gain valuable experience in the field of Project Management and its application
- An opportunity to learn about other areas of IT, such as software development, security, etc. or other areas of county government from key staff based on their career path experience

Education and Minimum Qualifications:

- Candidates should be enrolled in a college/university academic institution or have completed a degree within the last year.

- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values (Link to Equity and Empowerment Lens)
- Coursework in Information Technology, Computer Science, Project Management, or Software Development
- Ability to prepare written materials using various software tools
- Ability to work cooperatively and develop effective working relationships with diverse work groups.
- Ability to communicate effectively with via phone, email or on video calls
- Ability to work independently
- Familiarity with Google Workspace products (Google Docs, Sheets, Meet, etc)
- Familiarity with software development and data management concepts
- Ability to pass a records check and be fingerprinted on or before the first day of employment.

Workforce Equity:

Our Commitment to Safety, Trust and Belonging: Multnomah County is committed to developing, nurturing and continually improving workforce equity by identifying and addressing the structural and policy barriers to equal employment opportunity faced by our employees and communities. Learn more by reading our Workforce Equity Strategic Plan and exploring our Core Competencies for all County employees.

COVID-19 Vaccination Requirement:

To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exception as a qualification of employment.

The rule applies to all employees, as allowable by law. Candidates who receive an offer of County employment must provide proof of vaccination upon hire or submit an exception request prior to their start date.

Veterans' Preference:

Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our veterans' preference website for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications.

Accommodation under the Americans with Disabilities Act:

We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

Application Instructions:

Please fill out and submit an application for this position through the form also located on this [website](). The deadline for submitting an online application is April 2, 2023.