



12/11/2017

Fresenius Medical Care of North America (Fresenius Health Partners)

Austin, Texas

<https://fmcna.com/>

Project Management Office Intern – Spring 2018

Start Date: ASAP

Duration: Semester long

Project Management Office Intern

15-20 hours/week, within regular business hours (8 AM-5 PM)

To apply, please email katie.sanders@fmc-na.com with a resume and a short summary of your qualifications.

PURPOSE AND SCOPE:

Supports FMCNA's mission, vision, core values and philosophy. Adheres to the FMCNA Compliance Program, including following all regulatory and division/company policy requirements.

DUTIES / ACTIVITIES:

Provides admin support to ongoing projects within the Project Management Office (PMO). Project focus area includes but is not limited to...

- Data integrity process improvements
- Clinical intervention implementations
- IT and information security initiatives

PRINCIPAL RESPONSIBILITIES AND DUTIES:

- Coordinating regular meetings and conferences, taking meeting notes and assisting with follow-up activities
- Gathering project information (schedules, data requests, assignments, tasks, etc.)

- Maintaining document control and database management
- Tracking project activities and related data
- Drafting communications
- Editing and formatting documents
- Other duties as assigned.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPENSATION:

This is a paid internship. Pay will be commensurate with experience.

EDUCATION:

Undergraduate degree or actively pursuing an undergraduate or graduate degree in Business Administration, Healthcare Management, Project Management, or similar.

EXPERIENCE AND REQUIRED SKILLS:

- Previous work experience preferred.
- Excellent oral and written communication skills
- Familiarity with standard MS Office Suite (Outlook, Excel, PowerPoint, etc.)

EO/AA Employer: Minorities/Females/Veterans/Disability/Sexual Orientation/Gender Identity