



2020

Summer Internship Announcement Chesterfield County

Human Resources
P.O. Box 40
Chesterfield, VA 23832
804-748-1551
www.chesterfield.gov/internships

- Department: Information Systems Technology – Project Management
- Program Dates: May 18, 2020 – July 24, 2020
22 hours per week
\$12/hour undergraduate - \$14/hour graduate student
- Who we are: The department of Information Systems Technology (IST) provides information technology services to County departments, school board departments and constitutional officers in support of the county's strategic goals, sub goals, and objectives. The primary functions of the department are: Information security governance, infrastructure management, project management, and technology solution delivery.
- What you will learn: You will be involved in project management monitoring and reporting of nearly 70 active projects in the department. Also, you will work with the lead project manager in the governance, tracking and execution and delivery of an active project using standard project management practices. In addition, you will be involved in updating content for the project management office SharePoint site.
- The Chesterfield Experience: As an intern in Chesterfield County, you will have an opportunity to meet with county leaders, collaborate with your peers, attend training seminars, and participate in team building exercises to complement what you will be learning in the professional work environment provided by the Department of Information Systems Technology.
- Minimum Qualifications: Candidates must be enrolled as current undergraduate or graduate students and have a minimum grade point average (GPA) of 2.8. Must have completed college coursework in computer science, business, public administration or related field. Must possess working knowledge of project management and Microsoft Office. Must possess excellent written and verbal communication and interpersonal skills. Successful completion of a fingerprint-based criminal history check and pre-employment drug screen required.

For consideration of this opportunity, candidates must complete the application requirements listed on our website at www.chesterfield.gov/internships by **February 21, 2020**.

Chesterfield County is an Equal Opportunity Employer
Committed to Workforce Diversity