CAESARS INTERNSHIP OPPORTUNITY

Posting ID:   
Company: Caesars Entertainment   Website: www.caesarscareers.jobs
Job Title: Associate Project Management Intern   Work Location: Las Vegas
Position Type: Internship   Salary: Unknown
College Major(s):   College Level(s): Any

OVERVIEW

Caesars will be on campus interviewing for this position at SSC A-201 from 8:30am – 4:30pm. Submit for an interview in Hire a Rebel (ID 20137903).

The Associate Project Management (APM) Intern will learn aspects of managing projects within the IT Project Management Office (PMO)/Shared Services department, and will be mentored by project managers responsible for IT projects. Project management associates participate in all phases of the project management process. The main focus of the intern’s responsibilities will be to work in tandem with program managers and project directors and perform project management duties to support the completion of projects including track completion of project deliverables to ensure quality and integrity of all project-related products, communicate project information to stakeholders, design templates, create presentations, review and edit project deliverables and maintain the project information repository. The end goal of this internship program is to provide a valuable education and experience of project management in an IT Project Management office.

Roles and Responsibilities

• Schedules and attends cross functional project meetings, including preparing agendas, taking notes, sending out relevant updates etc.
• Creates project plans and prepares workflow charts and diagrams to ensure effective use of resources in meeting business needs
• Tracks projects issues, works with team on resolution, follows up on team deliverables
• Prepares project reports, memoranda, and knowledge management documents for all project development and integration
• Assists in preparation of time and cost estimates for completing projects
• Assist in writing final project reports
• Assists in resolution of work problems related to flow charts, project specifications, or programming
• Works with business to understand client set up and utilize internal tools such as Clarity, Open Work Bench, and MSP 2013 to assist with resource planning.
• Assist in managing project budget, including matching costs with commitments
• Assist in project close activity
• Constant oversight of the project to ensure activities are being performed, collecting data to analyze performance and reporting on progress
• Ensuring the project stays within the budget, working with staff and other individuals to implement project activities
• Help resolve project conflicts, make suggested corrections as needed, identify resource requirements and align the project team on project scope
  Observe existing project management practices and propose improvements for process efficiency

Qualifications and Education Requirements
• Ability to manage simultaneously occurring tasks and shifting priorities
• Strong attention to detail
• Self-motivated
• Strong written and verbal skills
• Ability to work as a team
• Willingness to take initiative
• Strong analytical skills
• Working knowledge of Microsoft Office including Excel and PowerPoint

Where To Apply

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