MOLINA HEALTHCARE, INC.  
PAID INTERNSHIP OPPORTUNITY  
Department of Information Technology - Office of CIO

JOB DESCRIPTION: Professional Development Intern  
RESPONSIBLE TO: Program Manager of IT

SUMMARY  
Opportunity to create and enhance software development and project management processes for program management office.

REQUIRED SKILLS AND QUALIFICATIONS  
• Undergraduate student, Master student, or alumni with an educational concentration on business or computer engineering  
• Good hands on experience on Microsoft suite of products  
• Good knowledge on any graphical tool to create diagrams and presentations

RESPONSIBILITIES  
A) Quality Assurance and Quality Control for IT PMO Audits  
• Validate the Project Artifacts for all projects that have been closed  
• Ensure the project has been closed in various applications: Project Tracking Tool, Enterprise Project and Portfolio Management Tool (EPPM), Enterprise Resource Planning (ERP) Tool  
• Follow up with the Project Manager on the items discussed above that are not currently available  
• Schedule meetings with the Project Managers for close check point initiative  
• Provide metrics on a monthly basis on the Close Check Point initiative  
B) Follow up with the Consultant Project Managers on Time Sheet Approvals and ensuring whether they follow the Share Point 2010 work flow.
C) Create meeting minutes for the IT PMO Data Validation Audits and provide monthly status reports  
D) Coordinate the presentation by the PMO Leads on the Key Initiatives  
E) Help with the PM Capacity Planning (Tool created in Microsoft Excel) by comparing the forecasted and the actual data

DETAILS  
• Start Date June 2013  
• Compensation between $14-18 hourly  
• Intern should be available between 20 to 40 hours per week  
• Position is located in Long Beach, CA  
• How to apply: send resume and 1 page (12 size font and double spaced) writing sample to Cynthia.Vuguin@MolinaHealthcare.com. Writing sample should answer the following questions: How can this role be helpful for me? How can I bring value to this job? Why should I be selected?  
• DEADLINE to apply is Friday May 31, 2013 at 4:00pm