UNION
Graduate College

Example Description
MBA Internship

Start Date:	**September 1, 2007**
End Date:	**December 31, 2007**
Hours per week:	**15-20 hours (full-time during school breaks)**
Hourly rate:	**$15/hour**
Location:	**Albany, New York**

Essential Functions (Responsibilities):

- The person filling this role will be exposed to the scheduling and development of Resource Utilization/Project Management Software in relation to Technical Training;
- Evaluate Resource Utilization/Project Management Software and manage data entry for Resource Utilization/Project Management Software;
- Support data management efforts as required;
- Support implementation of defined global resource management program needs through creative solutions;
- Support/Lead projects that will have an impact on GE Energy employees and customers;
- Work with Training staff.

Qualifications/Requirements:

- Minimum 3-4 yrs college experience (junior or senior)
- Demonstrated computer skills and ability to use Microsoft Office Products.
- Demonstrated project management experience.
- Knowledge / skills in data management and database design.
- Excellent written and verbal communication skills in English.
- Must be motivated, able to work in both independently and in group environments.

Desired/Preferred:

- MBA candidate
- Experience with Primavera products
- Macro development / programming experience
- Database Manipulation/Data Entry experience
- Interest in adult education/curriculum development and/or training

How to Apply:

Submit a resume/cover letter by mail or e-mail to:

John Doe, Director
ABC Company
123 Street
Albany, NY 12203
jdoe@abccomany.com