

Position Title: Project Manager Intern
Department: Information Technology

Who we are: The Illinois Housing Development Authority (IHDA) is one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions. Our mission is to finance the creation and preservation of affordable housing across the state. IHDA oversees more than 20 federal and state programs on behalf of the state of Illinois and serves as one of the state's primary resources for housing policy and program administration. For over 50 years, IHDA has led the state in financing and supporting affordable housing.

At IHDA we strive to create and maintain a work environment that promotes diversity, recognition and inclusion. IHDA is committed to hiring and investing in individuals of diverse talents and backgrounds to ensure a range of perspectives and experiences inform and guide our work of financing affordable housing in the state of Illinois.

Summary: The IT Project Management Intern supports the planning, executing and delivery of technology projects in the organization. This role will assist project managers in coordinating schedules, resources, communication and documentation to ensure projects are completed on time, within scope and within budget.

Responsibilities:

- Assist in planning and scheduling IT project timelines, milestones and deliverables.
- Coordinate cross-function teams including developers, business analysts and stakeholders.
- Help monitor project progress and prepare status reports.
- Facilitate communication between stakeholders.
- Track project risks and issues and support mitigation and resolution activities.
- Maintain project documentation such as project plans, risk logs and meeting minutes etc.
- Ensure adherence to IT governance and PMO processes.
- Assist with post-project review and lessons learned documentation.
- This position will interact with department staff and all levels of management to fulfill day-to-day responsibilities. Therefore, excellent communication, time management, organizational, and interpersonal skills are essential.
- Additional duties as assigned.

Experience:

- Currently pursuing a degree in Information Technology, Computer Science, Information Systems Project Management or a related field
- Currently a Junior or above (includes post-graduate students)
- Understanding of project management methodologies
- Excellent organizational and multi-tasking skills
- Strong written and verbal communication skills
- Proficiency with Microsoft Office tools
- Basic understanding of IT systems
- Ability to work collaboratively across departments

- Perform other duties as assigned

Physical Requirements

Alternating between sitting, standing, and walking. Ascending and descending stairs. Crouching and stooping. Pushing and pulling. Reaching overhead or below. Repetitive tasks movements (filing, keyboarding, copying). Lifting, carrying, and moving objects of up to 10 -15 pounds.

IHDA's Summer Internship Program Highlights:

- Paid Internship
- Open to college students (must be an actively enrolled undergraduate or graduate student at the time of applying)
- Full-time hybrid internship program that runs from June – August (typically 10 weeks)
- You will receive on-the-job training from industry experts
- Participate in workshops to gain insight on key departments at the Authority
- Participate in IHDA's Mentorship Program
- Attend outings to connect with fellow interns

To apply, submit resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&ccld=19000101_000001&jobId=511759&source=CC2&lang=en_US

EOE