

Fraunhofer CMI  
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February 9, 2016

## **Internship: Project Management**

Internship start: 1 October 2016 | Deadline for applications: 1 August 2016

Fraunhofer CMI – Center for Manufacturing Innovation – conducts advanced R&D and engineers solutions for a broad range of industries including biotechnology/biomedical, manufacturing and renewable energy. Our services include product and device development, high precision automation systems, and rapid *in vitro* diagnostic assays and instruments.

### **Responsibilities and learning opportunities:**

As a project management intern you will work as a direct assistant of Dr. Sauer-Budge to keep track of various complex engineering and research projects.

Your main tasks will be:

- Project steering by creating and updating comprehensive project plans, protocolling the progress, and sharing the information with everyone involved
- Research process optimization theory to improve organizational level efficiency
- Developing and improving internal processes based on your research and suggestions
- Gain insights into a broad range of scientific and industrial projects by attending all internal and external meetings
- Learning about financial planning by creating monthly cost counting reports.

### **What we expect:**

- A good academic record in project management or similar field
- Ability to accept a high degree of responsibility in a team-based organization, combined with the ability to work independently
- Intercultural competences and motivation to integrate into American culture
- Excellent verbal and written communication skills in English
- Proficiency in MS Word, Excel, PowerPoint
- Experience with Access and SQL is a bonus.

### **What you can expect from us:**

- Opportunity to acquire practical research experience through own responsibilities and the integration as a fully respected member in our team
- Housing in a shared apartment with other interns, and a monthly stipend.

### **To apply:**

Please send a cover letter, resume, transcripts, and any letters of recommendation to Dr. Alexis Sauer-Budge at [asauerbudge@fraunhofer.org](mailto:asauerbudge@fraunhofer.org)