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