



**Job Title:** Enterprise Project Management (EPMO) Intern

**FLSA STATUS:** Non- Exempt

**Pay Rate:** \$18.00/hour

**Reports to:** Associate Director of EPMO

**Department:** Finance and EPMO

The project management office intern will support a wide range of project activities, including software and other innovative projects, for the EPMO, which supports the strategic initiatives of Access Health CT. S/he will become familiar with assisting with the facilitation of project meetings, creating project documents, and building project plans. S/he will learn how to work in a professional environment.

**This is a full-time, 30-32 hours per week hybrid internship role running from June 3, 2025 through August 13, 2025.**

As a summer intern, you will be an integral part of a collaborative project that brings together diverse talents and perspectives. Throughout your internship, you will work alongside fellow interns and team members, participating in regular meetings to discuss progress and share ideas. You will also have the opportunity to present your project to the Senior Leadership Team at the end of the summer, showcasing your contributions and insights. Additionally, you will be paired with an internal mentor who will provide guidance and support throughout your internship, helping you develop valuable skills and gain meaningful experience in a professional setting.

**What You Will Learn:**

- Work closely with a project sponsor or project lead and cross-functional teams to develop project scope, deliverables, required resources, and a project plan
- Participate in EPMO project meetings, including enrollment system release meetings
- Schedule meetings or project work sessions with required resources, as necessary
- Record meeting minutes and maintain records of tasks and progress
- Create and maintain project or presentation documents (PowerPoint, Word, Excel)
- Report identified project risks or issues to the Associate Director of the EPMO
- Learn how Access Health CT prepares for open enrollment and assist with open enrollment readiness
- Present information to the Senior Leadership Team

**What We Require:**

- Must be actively enrolled in an undergraduate program at an accredited University, with a major or minor in project management, business, or computer science or similar field. Entering Junior or Senior year, with current GPA of 3.0 or above
- Has completed two or more core classes in relevant major or minor
- Familiarity with the Affordable Care Act and the opportunities it presents for consumers in Connecticut is a plus
- Familiarity with Project Management Institute (PMI) certifications is a plus
- A strong interest in the role project management plays in business or government organizations

- Familiarity with project management approaches, such as Agile. Hybrid Agile and Waterfall
- Excellent written and verbal communication skills, in a professional environment
- Proficient in Microsoft Office applications
- Organized, with an ability to prioritize time-sensitive assignments

**Physical Demands:** the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, hear, use hands to type data, and utilize a phone or other electronic communication devices. This employee may occasionally have to operate business machines. Specific vision abilities required in this job include close vision and the ability to adjust focus.

**Work Environment:** this is a full-time hybrid role requiring two full days in-office (Tuesdays and Wednesdays). In office the noise level in the work environment is usually low. Can have fast-paced deadlines to meet. Requires no travel.