Micro-Internships for Project Management Analysts

After reviewing thousands of open project management analyst roles we’ve identified the most common responsibilities outlined in project management analyst job descriptions:

- Monitor existing projects to ensure timely execution & completion
- Analyze data and project information to identify better ways to do business as well as new business opportunities; present information to senior management to guide their decision-making
- Develop status reports to be delivered to the head of division and senior management
- Ability to multitask and understand the big picture while maintaining a close eye on specific project details

While these are specific responsibilities, what’s missing are the skills required to successfully execute them, which is especially important for entry-level hires who don’t have the professional track record. To help, we’ve worked with human capital leaders and sales executives to identify these core skills, and map them to the typical responsibilities.

Skills listed below could be used as “qualifications” or requirements as you complete the Micro-Internship Form.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>SKILLS</th>
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<tbody>
<tr>
<td>Monitor existing projects to ensure timely execution &amp; completion</td>
<td>Organization</td>
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<td>Problem solving</td>
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<tr>
<td>Analyze data and project information to identify better ways to do business as well as new business opportunities; present information to senior management to guide their decision-making</td>
<td>Communication</td>
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<td>Develop status reports to be delivered to the head of division and senior management</td>
<td>Analytic mindset</td>
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<tr>
<td>Ability to multitask and understand the big picture while maintaining a close eye on specific project details</td>
<td>Grit/Drive</td>
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SAMPLE PROJECTS

- **Storytelling with Data**: We would like you to analyze a set of customer service data (provided by us) qualitatively and quantitatively. Identify trends, positive and/or negative, patterns, outliers, etc., and use tables, graphs, etc. to tell us the “story” of the data and highlight the key takeaways.

- **Data Cleansing**: We would like you to help clean up datasets we work with since they often contain several different types of data. You will work to ensure data quality and consistency and make sure its completeness is maintained and/or improved.

- **Competitive Analysis**: We would like you to research ten key competitive products in a specific market and outline the social media efforts associated with each, including key messaging, features highlighted, pre-announcements, etc. In addition to the outbound efforts driven by the company, please capture the insights (positive and negative) provided by customers and highlight any key trends.

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