



POSITION ANNOUNCEMENT

Project Management Internship ***Deadline for Application: December 8, 2023***

Cooperative Educational Service Agency 10 (CESA 10) in Chippewa Falls is looking for an individual to work 40 hours/week during the summer of 2024 and if applicable miscellaneous hours during the school year for a limited term as a Project Management Intern. The Project Management Intern is a flexible, self-directed person gaining an understanding of facility planning, design, and construction management. This position will assist Project Managers in working with contractors, facilities management personnel, and the CESA 10 customer base in the technical review, development, and implementation of a wide range of planning, design and construction projects. Additionally, this position will assist in collaboration with architects, engineers, consultants, and contractors as necessary to maximize the success of the CESA 10 facilities management programs.

Candidates should be working toward a related field technical four-year degree. Experience on construction projects and presentation experience is preferred.

Related Skills:

- Good oral and written communications skills
- Ability to work collaboratively with others at all levels
- Strong project management skills (including excellent time management, problem solving and organizational abilities)
- Proficient in using blueprints, construction documents and operations and maintenance manuals
- Flexible and self-directed
- Understanding or comfortable learning the technical aspects of facilities (especially HVAC, lighting, roofing, and asbestos abatement)
- Understanding or comfortable learning construction, project estimating and project sequencing roles
- Ability to support several projects concurrently
- Ability to drive with valid driver license

Performance Responsibilities:

- Assist CESA 10 customers and Project Managers in achieving all project goals as defined by contract project scope.
- Assist in developing facility audits and cost estimates to facilitate project planning.
- Assist in the development of construction projects with architects, engineers, trade workers and other stakeholders.
- Help Project Managers with construction project progress and provide reports to include if projects are completed on time and within budgets.
- Assist Project Managers in ensuring all legal requirements are met pertaining to local, state, and federal codes and regulations.
- Assist Project Managers in coordination, planning, and management of schedules for contractors and subcontractors.
- Provide internal and customer reporting with construction status and projections.
- Utilize internal software to manage and record day-to-day operations.

Complete job description information is located at: <https://www.cesa10.k12.wi.us/employment> - Facilities Management

[Why You Want To Work At CESA 10 Video](#) – Check it out!

This is a limited term position. Wages will be competitive. The desired start is June 3, 2024. Interested applicants should send a cover letter, resume to lmcmahon@cesa10.k12.wi.us. Application deadline is December 8, 2023.

It is the policy of CESA #10 to afford equal opportunity for employment to all individuals regardless of age, race, religion, color, sex, national origin or ancestry, handicap, physical condition, developmental disability (as defined in S.51.01(5)), arrest or conviction received (in keeping with S.111.32), sexual orientation or marital status.