

**Job Title:** Project Management Intern

**Summary:**

There are many opportunities to learn and thrive at Comcast. A 10 week, fulltime internship with Comcast gives you meaningful work experience, programs for development and networking, competitive compensation and the opportunity to move into a fulltime career post-graduation. You will.....

- Gain knowledge and experience in Project Management and Analytics in building telecommunications
- Gain the opportunity to make an impact on Comcast's business and results
- Participate in developmental activities
- Network with leaders across multiple functions
- Receive a hands on experience and see the frontline aspects that make cable possible

**Primary Responsibilities:**

- Actively participates in development, thrives as a dynamic, proactive, and continuous learner
- Helps to improve Comcast's results through a project or series of work
- Gain an understanding of network expansion
- Participate in projects, shadows and learning in network design, material ordering, customer impact, project close out, project scheduling and permitting
- Work alongside our project teams as we continue to extend and upgrade our networks through construction

Core Responsibilities are basic abilities interns must possess but does not reflect the daily activities interns will participate in nor the work that will be assigned.

**Core Responsibilities:**

- Opens, sorts, and distributes mail.
- Processes routine items and records.
- Answers phones and takes messages or provides information.
- Operates various office equipment.
- Assists with projects to ensure deadlines are met.
- Regular, consistent and punctual attendance. Must be able to work nights and weekends, variable schedule(s) and overtime as necessary.
- Other duties and responsibilities as assigned.

**Job Specification:**

Education Level: - High School or Equivalent

Field of Study: -

Certifications: -

Years Experience: - Generally requires 0-2 years related experience

Compliance: Comcast is an EEO/AA/Drug Free Workplace.

Disclaimer: The above information has been designed to indicate the general nature and level of work performed by employees in this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications

**Additional Requirements:**

- Strong interest in the telecommunications, cable and media industries
- Desire to pursue a career in Project Management or Support
- Currently pursuing a Bachelor's degree from a U.S. College or University
- Academically enrolled the semester after your internship and graduating by Summer 2018
- Minimum 3.0 GPA
- Ability to relocate post-graduation if offered and accepted a fulltime position
- Authorization to work in the United States