

CIVCO Medical Solutions

Job Description

Job Title: Product Management Intern

Department: Product Management - ICG

Reports To: Justin Reynolds

Prepared Date: January 2024

Internship Dates: Summer 2024 (40 hours per week)

Summary

The Product Management Internship provides opportunity to collaborate cross-functionally across multiple internal stakeholder departments to develop and/or update materials and databases for a global audience. The Product Management Internship will provide broad exposure to multiple functional roles within the organization as well as to aspects of a complex international business environment.

Key Duties and Responsibilities include the following. *(Other duties may be assigned.)*

1. Drive the development of key sustainability measures for integration into customer-facing materials;
2. Collaborate with internal stakeholders to understand international sustainability dynamics in order to drive investment decisions;
3. Update and expand technical information database to facilitate timely and efficient RFI/RFQ responses;
4. Collate and analyze ROI metrics to inform future development projects.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Experience and Certifications

Currently enrolled in degree program for in Marketing, Management, Business Analytics, or Business Administration.

Essential Knowledge, Skills and Abilities

To perform this job successfully, an individual should have knowledge of Microsoft Office. The position requires both strong written and verbal communications skills, with the ability to multi-task and pay attention to detail while analyzing and drawing conclusions from data.

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 regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and color vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. **On-site preferred.**

How to Apply: Please send your resume and cover letter to jayne-meacham@uiowa.edu. All resumes and cover letters will be screened to ensure they meet the minimum requirements. Jayne will give directions for next steps to apply for this opportunity.

Note: This is a paid internship opportunity (\$14.50 per hour/40 hours per week).