Please return completed forms to: greenprocurement@ucsd.edu

**Title:** Project and Process Management Assistant

**Location:** 10280 Torrey Pines Center South, La Jolla, CA 92037 Suite 300

**Internship Description:**

The intern will provide administrative and logistical support to Sr. Business Analyst working on projects ranging in scale and impact from one department to the entire University of California system. The intern will learn and reinforce basic knowledge areas associated with certification for project management professionals.

**Number of students requested:** 1

**Name of Lead Person:** LaWana Richmond

**Mentors:** LaWana Richmond/open

**Number of hours per week:** 15-20 hours per week.