Title: Logistics Project Intern

Location: 7835 Trade Street Suite 100, San Diego, CA 92121

Internship Description:

IPPS Logistics manages the movement of materials for campus and encompasses the following units: Receiving & Distribution, Moving Services, Surplus Sales, Outbound Shipping, Self-Store and STORE. We are seeking an enthusiastic individual to support our team as we implement two new technologies this summer. One of the technologies is an internal inventory/asset management system used by the IPPS STORE unit. The other technology is a shipping tool that will be used by the IPPS Outbound Shipping unit in addition to a direct portal for campus customers. The Logistics Intern tasks will include preparing training materials, documenting process flows, and creating communication collateral such as flyers and announcements. The student will be exposed to the unique nature of the University procure-to-pay process, the impact to internal and external stakeholders when implementing new technologies, and experience how an office within a University setting operates.

In addition, the student will gain knowledge and experience in change management, project management and implementation strategies. The Logistics Intern will work with the Project Manager and join meetings that pertain to this transition which will have an impact on campus and other IPPS units. This experience will provide the student with an opportunity to learn and apply any change management tactics and/or implementing new processes and procedures in their future endeavors.

Number of students requested: 1

Name of Lead Person: Tu McClurg, Project Manager

Mentors:

Gisella Higgins, Director of IPPS Logistics

Scottie Profitt, Outbound Shipping Manager

Nikki Giaquinta, Project Manager

Number of hours per week: 10-15 hours