

Organization Overview

The Collaborative for Higher Education Shared Services (CHESS) is a New Mexico nonprofit corporation that employs a unique approach to transform the student experience and streamline administrative operations. CHESS supports independently governed member colleges by sharing tools, talent, and best practices so that we are laser-focused on providing world-class student experience leading to success for all students.



CHESS Values:

Collaboration: Purposeful partnerships strengthen our ability to better serve students so that together we create synergies that expand their opportunities

Honesty: Honesty makes partnerships Strong

Equity: An equal voice for all member colleges strengthens our ability to equitably serve students from all backgrounds

Sustainability: Together we can better sustain access for diverse students and help strengthen local communities

Student Success: Success for all students is the key overarching goal for every decision we make.

Job Description:

The CHESS Project Management Intern is a 160-hr per term remote work position that will assist CHESS personnel and member colleges with the implementation of the Workday Enterprise Resource Planning (ERP) platform and Student Information System (SIS). Duties and responsibilities will include:

- defining project tasks and resource requirements,
- Planning and scheduling project timelines,
- Tracking project deliverables using appropriate project management tools,
- Constantly monitoring and reporting on progress of the projects to the PMO, and
- Presenting reports defining project progress, problems, and solutions.

Education, Qualifications, and Experience:

The successful candidate will have:

- Knowledge of both the theory and practice of project management,
- Knowledge of project management techniques and tools,
- Familiarity with Strategic Planning,
- Familiarity with Risk Management,
- Familiarity with Change Management, and
- Proficiency in Project Management Software

Key Skills and Competencies:

- Critical thinking and problem solving,
- Planning and organizing,
- Communication skills including meeting facilitation,
- Teamwork,
- Conflict management,
- Adaptability,
- Stress tolerance

This position will report to the Chief Operating Officer of CHESS. A laptop may be provided, if needed. The intern is responsible for internet access and telephone availability.

If you are interested in applying for this internship, please submit your resume to Anderson's Employer Outreach Manager - Kelsey Molo (molok@unm.edu). Resumes and cover letter will be collected and submitted to the CHESS hiring team for review.