

## **CalOptima**

505 City Parkway West  
Orange, CA 92868  
[www.caloptima.org](http://www.caloptima.org)

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### **COMPANY DESCRIPTION**

Better. Together. Our mission is to provide members with access to quality health care services delivered in a cost-effective and compassionate manner. CalOptima is a county organized health system that administers health insurance programs for low-income families, children, seniors and persons with disabilities in Orange County. As the second largest health insurer in Orange County, we provide coverage to one in seven residents and almost a third of our community's children through three major programs. Medi-Cal (California's Medicaid Program) for low-income families, children, seniors and persons with disabilities OneCare (HMO SNP) (a Medicare Advantage Special Needs Plan) for low-income seniors and persons with disabilities who qualify for both Medicare and Medi-Cal. Healthy Families Program (California's Children's Health Insurance Program) for children in lower-income families who do not qualify for no-cost Medi-Cal

"Better. Together." is our motto, but it's also our philosophy. We believe that by working together, we can make things better – for our members and community.

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### **DUTIES & RESPONSIBILITIES**

Relevant career-related activities encountered in the student's area of study or specialization. Mentoring and practical hands-on experience will be provided to the selected intern. To be considered for this position the applicant must be a Junior or Senior at a college or university enrolled as a full-time student seeking a bachelor's degree in an business, healthcare administration, information systems, or journalism. Learn from and support Business Project Management team with the surveillance of various activities including support on PMO tools and templates. Assist in several aspects of project management (contract due diligence; review/ oversight of permits, cost, schedule, design; progress reports; work breakdown structure). This position relies on strong interpersonal and communication skills to effectively support the project. Work location is Orange, CA and possibly telecommuting opportunities.

- Track and document project management processes and protocols for the department.
- Assist with compilation of data in relation to earned value and the triple constraints for each project.
- Research, draft & edit content, for future PMO publication opportunities.
- Update and maintain the PMO website with pertinent content and links.
- Support and make requested changes to work requests in the Weekly Operational Report System.
- Support PMO tools and templates.
- Assist the Lead in managing the Project KPI Dashboard each month to document and track projects from initiation to close.
- Document changes to PMO/Intern processes, procedures, and responsibilities.
- Other ad-hoc projects, tasks, research as requested.

## **QUALIFICATIONS & REQUIREMENTS**

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- Ability to follow process procedures.
- Ability to work well with others in a team environment.
- Strong interpersonal and organizational skills.
- Ability to communicate in a professional manner – both orally and in written communications.
- Computer literate in Microsoft Word, Excel, PowerPoint, Visio, MS Project (preferred).
- Knowledge of Project Management -tools, templates, and processes preferred.

## **TIME COMMITMENT**

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These are the periods of time requested by the employer:

- 1-term (50-100 hours/10weeks)

## **HOW TO APPLY & DEADLINE**

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Applicants should then send a resume/cover letter to Jennifer at [jly@caloptima.org](mailto:jly@caloptima.org). Please type "UCI Intern Application: your name" in the subject line.

## **CONTACT INFORMATION**

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Please note that the internship is unpaid. Course credit will be accredited by enrolling in SocSci197.

For additional information contact Jennifer at [jly@caloptima.org](mailto:jly@caloptima.org) or call (657) 235-6891, and visit their website at [www.caloptima.org](http://www.caloptima.org).