IBM Smarter University Brno INTERNSHIP PROGRAMME

OFFERING CATALOGUE
Management projects

Autumn 2016

View our offering catalogue and let us know what position intrests you

Contact us at: students@cz.ibm.com

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Projects

1. HR assistant @ Smarter University Team

Are you interested in HR & administration? Do you care about employee satisfaction and have some cool ideas how to increase team spirit?
Join our Smarter University team and be responsible for the care of our internship students for the entire Client Innovation Centre Brno! You will help us with HR & recruitment activities, organise education sessions & team buildings and be responsible for good mood during the autumn round of the internships. If you want to gain experiences in a multicultural environment, fully apply your ideas and have influence on changing the future of IBM itself just send us your CV!

Required skills:
- Positive attitude
- Advanced soft skills
- Organizational skills
- English on a communicative level

2. Social Media Specialist @ Smarter University Team

Is your smartphone your best friend? Do you like to take photos & selfies? Do you think that you are very social? Prove it!
Join our team a be responsible for our marketing campaigns on several social media like Facebook, LinkedIn or Twitter. Your job will not be only to increase the number of likes, views & shares, but also to improve external communication with your future colleagues, identify new marketing and PR opportunities and help us improve overall corporate branding and image.
You think you know how to do marketing in a big company? Come and try it!

Required skills:
- Advanced written and spoken English
- Broad overview of social media
- Overview of current marketing trends
- Imaginative thinking

3. PMO Support @ GIW EMEA T&T Team

We are looking for a Project Officer, who will be responsible for designing & developing new upgrades to an internal tracking system, which is used for storing project documentation & reporting. Upgrades will be done in HTML & CSS and will be aimed at creating new internal websites which will help us identify and store the right documents for specific projects.

You will have a unique opportunity to not only improve an existing system, but also get a full grasp of project management in IBM as a regular member of the Project Office team. You will get support from experienced Project Office team members, and will hone your project management skills by shadowing our project managers.

Required skills:
- Self-driven
- Spoken and written English
- Basic HTML, CSS knowledge
- Basic graphical skills

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4. Junior project manager for the Stress Analysis in Service Desk environment, Stress management

The Service desk is a fast paced, noisy environment with a high concentration of daily stress: time related, workload balancing and communicative stress are amongst the top contributing factors. We would like to perform a stress-analysis project which might be a good opportunity for a person making some research in this line of work - reaching out to people in this environment. As an output, it may be an interesting study with results that could be applied across various cultural differences to pinpoint how to signify the symptoms and potentially propose suitable actions to improve. Candidate needs to have either deep interest into the topic (self-study) or other strong background of the topic (e. g. academic - such as part of studies).

Required skills:

- communicative with ability also to listen to derive the needed information
- basic analytical thinking to summarize the outputs
- basic Excel and PowerPoint to present the outputs

- able to orientate fast in new environment to catch up quickly
- very good English
- French or German language is a plus for easier communication with the main teams, it is not a must though

5. Implementing data Assistant to improve employee productivity for the project management team

People nowadays spend more and more time by searching for information than ever before. Employee's daily information flows consist of data from different sources: email, chat communicator, communities, documents etc. Their productivity can be improved with tools properly managing the data for them: categorizing and relating them to running tasks, for example. The aim of this assignment is to design and implement data assistant tool that will load, transform and interpret input data from various sources into new information or tasks that will enable employee to work more effectively. You will:

- get familiar with big data processing & analysis methods,
- identify data and data sources relevant for the task,
- design and implement data assistant tool on the data,
- clearly describe added value of implemented data assistant and suggest steps for further extensions.

Required skills:

- Programming skills (Java)
- Education: preferably IT faculty

- Analytics thinking, team work

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6. Compliance supervisor

Project is focusing on compliance area to reach very strong requirement for this specific customer segment. Audits are running twice per year on the account ensure following all IBM and customer security and compliance rules. With actually increasing demands in this field next focus is to identify improvement areas and set up the strategy for the future.
The position is very suitable for people interested in Project Management or Analyst role.

Required skills:
- analytical thinking, consultant skills
- self-driven and innovative approach, ability to coordinate tasks/people
- good time management, sense for end user satisfaction, process oriented

7. Internal IBM web site development for Site operations team (IT Background needed)

Would you like to help to create new internal web site for volunteering community? What about to get some experience in design?
We are searching for student who will help us to design and develop internal web sites using IBM tools (internal web site page options). The project is about web site structure proposal, design proposal, communication and final execution of internal web site.
We are searching for creative student who has at least basic graphic & design experience. For the final website execution deep knowledge of web site development is not required (as web template is used). But creativity is needed as student will be proposing new design of icons etc.

Required skills
- experience with design
- creativity, basic knowledge of web site development

8. ID management for Network customers (IT Background needed)

We are looking for a highly motivated person who is interested in being part of a young, multi-cultural Network team and is willing to help the team find and put into practice innovative ideas and strategies. Join us and you'll have the opportunity to think and act in new ways!
The goal of this project will be to set up clear procedures for IDs and ensure the compliance of IDs. Delivered solution will help in processes of IDs creation/deletion and significantly speed up newcomers' involvement in the service (newcomers will be able to support the rest of the team in the service).

Required skills:
- basic Network terminology understanding
- ability to work with big portion of different information
- structured personality
- self-motivated, pro-active, independent
- decision maker
- fast learner, willing to learn new things

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9. <u>Team management</u>

Each team performance depends largely on the processes it uses and how well these processes are defined.

Our team is experiencing a time of growth and development and it needs to have clear and simple procedures to follow in order to become more organized and focused.

The project will focus both on setting up new team processes as well as revision of the existent ones taking into account the specifics and needs of the team. The goal of this project is to revise and develop processes and management systems for the Network team so that the team performance is increased.

We are looking for a highly motivated person who is interested in being part of a young, multi-cultural Network team and is willing to help the team find and put into practice innovative ideas and strategies. Join us and you'll have the opportunity to think and act in new ways!

Required skills:
- background of team management;
- self-motivated, pro-active, independent; decision maker; fast learner, willing to learn new things;
- communication and presentation skills; ability to work with big amounts of diverse information;

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10. <u>Cognitive and Watson – spreading the news</u>

One of IBM strategic focus is Cognitive and Watson. Cognitive is a system that can understand big amounts of unstructured data and come up with valuable recommendations, conclusions and decisions while Watson is an engine behind Cognitive.

We are looking for a person who is motivated to learn about Cognitive and Watson and who will deliver short presentations about these technologies to different teams from basic to medium level of complexity.

Required skills:
- excellent communication skills; excellent skills in Microsoft Power Point;
- ability to structure information; experience with developing presentations;
- structured personality; self-motivated, pro-active, independent;
- decision maker; fast learner, willing to learn new things.

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11. Tracking the development process/Junior project manager (IT knowledge is an advantage)

We are looking for a junior project manager who will cooperate with project manager, scrum master and developers in the Robotic Process Automation team on planning and tracking the development process. He will be in touch with high level Excel project plans and some other project management tracking tools, he will cooperate with the whole international team, participate on our daily scrum calls and investigate and suggest what can be improved according to the scrum methodology. This is a great opportunity to apply and improve your project management, communication and presentation skills.

Required skills:
- Confident communication in English, Good time management, Be innovative
- Basic knowledge of Excel and PowerPoint, IT & programming knowledge is an advantage

- Knowledge of Agile and Scrum methodology is an advantage

12. Dispatcher for UNIX France team

Do you speak French? But have no experience it IT, come anyway and learn!
The dispatcher position is very important one. In a production team, is one of the key position. Thanks to dispatcher position, the team can reach the targets in a shorter time and can balance the workload. Dispatchers are as important as the team leaders and managers are.
From the dispatcher position role, you can learn how to manage critical situations and take important decisions in short time. You have the chance to learn the processes and to develop your skills.

Required skills:
- Responsible person that follows the activities from beginning till the end with the team
- Strong leadership behaviour, able to lead the team (approx. 30 people)

- Ability to solve difficult/complex situation
- Good Communication skills, flexibility
- Ability and willingness to learn
- English - Fluent (French it's an advantage)

13. Project Administrator - Migration of team wiki pages

Taking over the responsibilities of clear migration of the Wiki pages, Possible updating futuristic task that will benefit the Wiki page reader to get a clearer image on the recent events. Establishing a new tracking system for the team members, that will enable us to make their job measurable and therefore getting a chance to work on specific difficulties that they are facing on a regular basis and how to mitigate them. Improving the intern´s ability of handling a multitasking job that will grant him a wider range of focus and mental comprehensibility.

Required skills:
- Good Organizational skills
- Good Communication skills

- HTML is an advantage

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14. Communication/ Marketing Junior Specialist

Have you ever thought of getting corporate experience by working in dynamic self-driven team and atmosphere of the start-up? Are you passionate about marketing, advertisement, promotions activities and event planning?
IBM being a one of the World's leading company in IT industry is embracing the innovation, transformation and exchange between the leading experts Worldwide. As a part of this initiative Technical Experts Council in Czech Republic was established in 2016 by top technical leaders in Brno. Now it is a time to involve more experts and promote the industry not only in locally, but also share the achievements with the global community. You would have a chance to work with the experts in cutting edge technologies like IoT, Machine Learning, Artificial intellect to help them to advertise their success and find new talents for the support. You would help us to build strong presence in the internal social media, plan internal and external conferences, create promotional materials, select and participate in the start-up projects.

Required skills:
- strong communication skills; basic knowledge of marketing;
- event planning skills as advantage, multimedia design skills as advantage;
- good knowledge of English, both speaking and writing;

15. Change Coordinator – Are you ready to communicate?

The team of top experts needs the communicative support to help him to increase the quality of the service. Are you a good communicator but you are little bit afraid of technical staff? Do not worry, we will educate you and you will be managing the important tasks for the client. Challenge accepted? Our project is convenient for anyone who is able to organize his/her time and likes people.

Required skills:
- English B1
- communication skills
- negotiation skills
- will to learn new things.

16. Dispatcher – Do you want to use your French?

The dispatcher position is very important one. In a production team, is one of the key position. Thanks to dispatcher position, the team can reach the targets in a shorter time and can balance the workload. Dispatchers are as important as the team leaders and managers are.
From the dispatcher position role, you can learn how to manage critical situations and take important decisions in short time. You have the chance to learn the processes and to develop your skills. In our team you will closely cooperate with the manager and team leader and the team members across the world.

Required skills:
- French language B1/B2
- willing to learn
- very communicative

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17. One Phone Concept Germany 2015-2016 / Project Manager-Iteration Manager

Our team needs a junior project manager who can coordinate with the project lead to deliver a short documentary based on the OPC Germany project (2 years). We're aiming to cover the evolution from discovery to completion.
Very challenging project.
Opportunity to improve Agile knowledge, English, video and editing skills.
Opportunity to understand the multinational environment as business and infrastructure.
Opportunity to work within a very high performing team in an Agile approach.

Required skills:

- The junior project manager student will have to have video and editing skills and some business understanding
- English communication abilities required

18. Service coordinator/ dbDAM Project

We are looking for reliable and communicative person willing to grow in Project Management, and closely work and support Project Managers, and able to learn new things. We are looking for candidate who brings also new ideas and innovations to project and is highly-organized. Will perform administrative tasks, responsible for reports and supporting everything forward from project start over project implementation till successful project closure. We offer international environment, experienced colleagues, mentoring and growing in Project Management skills.

Required skills:

- Project Management basics
- ability to work independently, with attention on details
- Good communication skills
- MS Office (Excel) knowledge
- ownership of assigned tasks

19. Agile Project Management Survival Guide

We are a team of innovative project managers who are involved in helping transform our entire department by applying Agile practices to the way we run our projects throughout the entire EMEA region. The Agile transformation is underway but now we need to update our "Survival Guide" with the latest know-how which we've gained in the past few months. We have the content, you have the skills! Join us and build something of your own, something what will benefit our global team and what will support over 150 project managers with the work they do daily. In return, you'll learn how to lead meetings and conference calls, how to manage virtual teams and you'll also get a taste of the latest Agile project management trends, of course!

Required skills:

- Innovative thinking, Attention to detail, Eye for visual/graphical design
- Advanced written and spoken English, Tech-savvy attitude
- Experience with HTML an advantage, Project management experience an advantage
- Experience with Agile methodologies an advantage

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20. Visor tool development and preparation for integration in Tool set

We are looking for a junior project administrator with IT background and advanced Excel skills to document and improve existing tool. You will have the opportunity to check if you're are ready for real business situation. Combination of technical skills with business understanding is a unique chance to get experience for your own career. Your mentor gives you a chance to learn more in all areas of interest. Show your ability to resolve complex situation.

Required skills:
- Spoken and written English on advanced level
- Advanced MS Excel skills
- Understanding of programming to extend to prepare documentation for it
- requests

- Structured, logical, organized
- Advanced Communication Skills
- Learning quickly and adopting to new functionality

21. Simplification of Transition Plans, Junior Project Manager

Would you like to face the business reality of today's information technology projects?
Would you like to learn how to make the things happen in complex world?
Would you like to lead massive project?
Would you like to be strategical thought leader?
Would you like to live the reality outside of academic books and lectures?
If one of your answers was Yes, then you have opportunity to do it instead of thinking about it. Go for it!

Required skills:
- Spoken and written English on advanced level
- User skills of MS Project

- Advanced Communication Skills
- Learning quickly and adapting to dynamic environment

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22. Site Operations communication, Junior Project manager

Are you master of word and creativity? Do you like nice and modern design? You are the right person for our Site Operations Team which is responsible for internal standard operations (innovations, improvement of space…). Your goal will be to migrate our community page to a new cloud space and create design of a news feed. The news feed will be published on the web community and will help us to flexibly communicate important news to our employees.

Required skills:
- Ability to coordinate tasks/people
- Self-driven and innovative approach
- Analytical thinking
- Good time management
- Communication
- Communicative English (spoken and written) at least on B2 level

23. Junior Project manager at Education area

IBM is on the biggest private company in Brno with the unique opportunities at education.
Recently IBM became exclusive partner of US government to change the high school system to P-TEACH model based on connection with supercomputer Watson.
We are looking for a student with innovative approach who will participate on the innovations with pre-defined strategic tasks of the education department.
Example of innovations - build the university concept of education or transform internal courses from one-time event to "pre work - workshop itself – aftercare" methodology

Required skills:
- Student from Faculty of Education at 3-5 school year
- Self-driven, innovative approach, agile, project management basics, soft skills basics
- Nice to have - Experience with project management

24. Junior Project Manager at Language course area

IBM is on the biggest private company in Brno with the unique opportunities at education.
Recently IBM became exclusive partner of US government to change the high school system to P-TEACH model based on connection with supercomputer Watson.
We are looking for a student from Faculty of education, preferably with French or Italian language who will participate on the innovations at language courses.
We are the biggest private education organization with unique opportunities like DELF PRO certification.

Required skills:
- Student from Faculty of Education at 3-5 school year
- Self-driven and innovative approach
- Nice to have - French or Italian language

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25. <u>World-class education consultant (PhD student)</u>

IBM is on the biggest private company in Brno with the unique opportunities at education.
Recently IBM became exclusive partner of US government to change the high school system to P-TEACH model based on connection with supercomputer Watson.
We are looking for a PhD student with English language who is following latest trends at education area and would like to apply it at practice.
We would be happy to provide our centre as place for this practice. We are looking for long term cooperation.

Required skills:
- PhD student of pedagogic faculty
- Self-driven, innovative approach, agile, consultant

- Nice to have - Experience with project management

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Delivery Centre Central Europe

SMARTER UNIVERSITY INTERNSHIP PROGRAM AT IBM DC BRNO 2015/2016

IBM Delivery Center Czech Republic Brno is one of the biggest and most diverse IBM centres of its kind worldwide. The Brno centre's core activities focus on providing strategic outsourcing services, remote server and application support, networking services and end customer support.

We are offering you an opportunity to join us for an autumn internship scheduled for October–January.

Technical & Administrative Projects

IT project? IT-related project with focus on languages? Project management project?

We have a number of interesting projects waiting for you, and it doesn't matter if you are a student of IT, management or something else.

If you are interested in gaining experience in a multinational IT company, send us your CV and we will contact you with opportunities fitting your profile.

What can you expect?

- Work on a project as an equal member of your department
- Individual support from your own mentor
- Improvement of your English skills
- Opportunity to attend internal trainings
- Meeting people from all over the world
- Opportunity to build your contacts network
- Presentation of your project's results in front of your team
- 20–35 working hours per week (35 for Erasmus+ students)

The internship is not paid, but after a succesful internship there is a possibility of further cooperation with IBM Brno, even in the form of a part time job in some departments (15 of 23 interns received job offers after the last internship run)

What skills do we require?

The required skills depend on the project, but mainly:

- English on a communicative level
- Communication skills
- Time management
- Presentation skills
- IT skills (for IT projects)
- French or German speakers are much appreciated

Detailed description of the internship position will be given at the interview.

Further information and registration
Mgr. Kateřina Pánková, DiS.
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