Career Opportunity
Engineering/Construction Project Management

Job Information:

Title: Project Management Trainee
Department: Department of Program Management
Starting Salary: $55,000

Summary:
The Project Management-Trainee is an entry-level training position, responsible to assist with the coordination and administration of projects in the Department of Project Management. Working with seasoned project managers, the Trainee will receive on the job and classroom training to develop project coordination, controls, management, scheduling, and/or estimating skills. Learning the Railroad's work environment and job functions are unique and challenging. The Trainee will learn, in a mentoring environment, to apply his/her knowledge with the specialized requirements of the railroad industry. There will be a series of rotation assignments as part of the development and training period. This will introduce the trainee to the Railroad and its various operating and support departments. Training may include, but is not limited to, project coordination, administration, controls, scheduling, and estimating. The position will provide support to the project management teams as required. The program will be two years in duration. Upon successful completion of the Training Program, the Trainee will be appropriately placed into an entry-level project management related position.

Responsibilities:
Responsibilities may include but are not limited to:

- Gain an understanding of general project management, procedures, protocols and controls with respect to project coordination, administration, scheduling, estimating, and all aspect of project management through on the job and internal training. Observe and learn to gain an understanding of project management and the railroad industry. Develop positive working relationships. Assume responsibility and demonstrate initiative to learn and be productive.

- Participate in developing, planning, reviewing, and coordinating elements of LIRR Force Account and third Party Contract work for the LIRR, under its Capital Improvement Program.

- Learn and participate in estimating and pre-construction activities. Review specifications and drawings and maintain files of documents. Assist in the preparation of reports, presentations, research, and studies.
Learn and participate in coordinating scheduling of all types and assist in the preparation of estimates.
Assist in the development of office and field project controls related systems.
Assist in maintaining liaison between project management team members and internal railroad departments & disciplines.
All other assignments at the request of management.

Qualifications:
- Bachelor's degree in Engineering/Construction or Project Management.
- Must possess ability to be self-motivated, assume a high degree of responsibility and work effectively under pressure.
- Must possess strong administrative and coordination skills to organize reports.
- Must be able to demonstrate oral and written communication and computer skills.
- Must possess analytical and problem solving skills to recommend solutions to coordination problems relating to improving office workflow.
- Must be able to read specifications and interpret construction plans.
- Must possess strong business skills (report writing, letter writing, filing, meeting minutes and spreadsheets).
- Must possess a minimum GPA of 3.0 in your Major Classes.

Preferred/Desirable Skills/Qualifications:
- Prior related work experience.
- Advanced Degree.
- Professional Engineer's License (or working toward license - EIT)
- Prior construction project coordination experience is highly desirable.

How to Apply:
Anyone interested in this position must apply online by the closing date provided.

To view job posting and apply online, enter the following into your web browser:
https://sso.cc.stonybrook.edu/cas/login?service=https%3A%2F%2Fsso.cc.stonybrook.edu%2Fidp%2FAuthn%2FRemoteUser and apply there to be considered for an interview.