# PROGRAM STAŻU

| **Nazwa podmiotu oferującego staż** |
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| IBM Global Services Delivery Centre Polska Sp. z o.o. |

| **Miejsce odbywania stażu** |
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| Ul. Muchoborska 8, 54-424 Wrocław |

| **Stanowisko, obszar działania** |
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| **Resource Deployment  Assistant** <br> *Position description:* <br> Work in a global environment and in a truly multinational team. Supporting Resource Deployment department  in  Delivery Centre. <br><br> Number of places for students/  graduates |

| **Termin** |
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| **Obszary merytoryczne, z którymi student ma szanse zapoznać się podczas odbywania stażu. Czego Student może się nauczyć. Jakie kompetencje może rozwijać.** |
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**Internship program \*:**

*. Phase 1 - IBM Organization introduction*
- Introduction to Delivery Centre Poland
- Organization procedures and processes
- Delivery Centre Poland management structure
- Key roles and team responsibilities

*Phase 2 – IBM business environment, tools introduction*
- Setting up the work environment
- Lotus Notes and Team Rooms accesses set up
- Resource Deployment Administration tools + special tools
- Resource Deployment environment introduction specific to GSDC

*Phase 3 – Reports and documentation*
- Support in preparing Resource Deployment Documentation

Support in preparing the reports for one of Resource Deployment Department.

| Harmonogram z propozycją liczby godzin oraz zakresem zadań merytorycznych w ujęciu tygodniowym. (24-30h pracy stażysty w tygodniu). | |
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| Tydzień 1 | <ul><li>week 1 - introduction @IBM, workplace set up (accesses etc.),</li><li>min. 3 days in week</li></ul> |
| Tydzień 2 | <ul><li>week 2 - introduction @IBM, workplace set up (accesses etc.), responsibilities handover,</li><li>min. 3 days in week</li></ul> |
| Tydzień 3 | <ul><li>week 3 - responsibilities handover - first outputs,</li><li>min. 3 days in week</li></ul> |
| Tydzień 4 | <ul><li>week 4</li><li>min. 3 days in week RDM + reports generating, documentation preparation, , other RDM-related tasks, coordinates teleworking documentation, contact with employees during meetings.</li></ul> |
| Tydzień 5 | <ul><li>week 5 - min. 3 days in week RDM + reports generating, documentation preparation, , other RDM-related tasks, coordinates teleworking documentation, contact with employees during meetings</li></ul> |

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| Tydzień 6 | • week 5 - min. 3 days in week RDM +  reports generating, documentation preparation, , other RDM-related tasks, coordinates teleworking documentation, contact with employees during meetings |
| Tydzień 7 | • week 5 - min. 3 days in week RDM +  reports generating, documentation preparation, , other RDM-related tasks, coordinates teleworking documentation, contact with employees during meetings |
| Tydzień 8 | • week 5 - min. 3 days in week RDM +  reports generating, documentation preparation, , other RDM-related tasks, coordinates teleworking documentation, contact with employees during meetings |
| Tydzień 9 | • week 5 - min. 3 days in week RDM +  reports generating, documentation preparation, , other RDM-related tasks, coordinates teleworking documentation, contact with employees during meetings |
| Tydzień 10 | • week 5 - min. 3 days in week RDM +  reports generating, documentation preparation, , other RDM-related tasks, coordinates teleworking documentation, contact with employees during meetings |
| Tydzień 11 | • week 5 - min. 3 days in week RDM +  reports generating, documentation preparation, , other RDM-related tasks, coordinates teleworking documentation, contact with employees during meetings |
| Tydzień 12 | • week 5 - min. 3 days in week RDM +  reports generating, documentation preparation, , other RDM-related tasks, coordinates teleworking documentation, contact with employees during meetings |
| **Wymagania stawiane kandydatom** | |
| Rok studiów | ostatni rok studiów I stopnia*, ostatni rok studiów II stopnia*, absolwent do 6 miesięcy* <br> * Niepotrzebne wykasować |
| Kierunek studiów | Project Managment, Business Administration, International Business, Economic Sciences, Management |
| Znajomość języków obcych | English- upper intermediate |
| Profil kandydata (oczekiwane kompetencje) | good communication skills, <br> high involvement in the execution of duties <br> good self-organization <br> ability to work with multiple tasks <br> ability to work under pressure with a lot of short-term jobs |

| Inne | Creative/responsible/communicative |
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**Dodatkowe informacje**

n/a

**Dane osoby odpowiedzialnej za rekrutację (imię, nazwisko, stanowisko, e-mail, telefon)**

Anna Marszalek

**Określenie potencjalnej możliwości  podjęcia zatrudnienia po odbyciu stażu**

n/a

| Podpis osoby reprezentującej Pracodawcę | Akceptacja Menedżera projektu |
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