



Duo Security, Employee Programs Internship

Duo Security's Employee Programs team is looking for a **Program Management Intern** for the summer of 2021. Our goal on the Programs team is to curate opportunities for development, connection and belonging for our team at Duo. As a Program Management Intern, you'll work on programs that ensure our organization is an excellent place to work and team members are effective and supported. You'll think about everything from the experience of new employees as they begin their careers here to the needs of a dynamic team in an ever changing environment.

What you'll do...

As a Program Management Intern, you will

- Work embedded in the Programs team to maintain and improve the current programs we have in place. These programs include: professional development, internships, events & celebrations, equity & belonging, and community engagement & social impact.
- Think about how to make sure all our teammates feel a sense of belonging and reduce barriers to brilliance.
- Help plan and execute events such as team celebrations, release parties, and more - possibly fully virtual!

Skills you have...

- You are extremely organized with outstanding communication skills, both verbal and written.
- You are a fast learner who can quickly learn new skills that might be needed to execute a program or event.
- You're thoughtful and passionate about improving the day to day experiences of our diverse team.
- You are comfortable working independently, but know when to ask for more support.

3 reasons why you should apply...

- You'll make things happen and see projects through to completion.
- You'll see the positive effect your work has on the employees at Duo.
- You'll continually work on different things, and have the chance to work on a wide variety of programs.

Tips to make your application stand out: While academics are a strong signal to us, good grades aren't the only thing that matters to us.

- Have a side project or a passion project? Tell us about it.
- Past internships are a phenomenal way to show how you've made an impact and applied your knowledge to a real customer problem.
- We love to hear about experiences you've had where you've: learned something new, taken leadership / ownership of a project, helped / taught others, and/or delivered results.

We hope this list makes what we look for less ambiguous, but it's not meant to be limiting! Tell us what makes you unique.

Internship Details...

- You'll be working with teams based out of our Ann Arbor, MI and Austin, TX offices
- Program dates are May 24th - August 20th
- Roles are full time and 40 hours per week, Monday - Friday
- Generous pay and employee perks

Duo Security, now a part of Cisco, is the leading provider of Trusted Access security and multi-factor authentication delivered through the cloud.

Duo's mission is to make security simple for everyone. We were born from a hacker ethos and a desire to make the Internet a secure place. We believe in empowering people to follow their passions inside and outside of the office and enable every employee to bring their whole self to work.

Our team is our secret weapon. We run the spectrum from artists to analysts, low-key to high energy, and bring together a diversity of skill sets, experiences, and perspectives to solve what we consider to be the world's most pressing geopolitical challenge — transforming the security industry as we know it. Together we build solutions that are easy, effective, trustworthy, and enduring. And that's why we are the most loved and trusted company in security.

Duo is committed to cultivating and preserving a culture of inclusion and connectedness. We are able to grow and learn better together with a diverse team of employees. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, and talent that our employees invest in their work represents not only part of our culture, but our reputation and Duo's achievement as well. In recruiting for our team, we welcome the unique contributions that all potential candidates can bring in terms of their education, opinions, culture, ethnicity, race, gender identity and expression, nationality, age, languages spoken, veteran's status, religion, disability, sexual orientation and beliefs.

And if this role is exciting to you, we encourage you to apply even if you don't meet all 100% of

the description or qualifications. Finally and most importantly, we are a proud Equal Opportunity Employer.