



Title: Student Intern (Administrative Services) - Date Printed: 09/23/2017
Part Time

Job Posted On: 09/13/2017

Posting Expiration Date: 10/13/2017

Work Location: Los Angeles, California,

Description

The Metropolitan Water District of Southern California is a consortium of twenty six cities and water districts that provides drinking water to nearly 19 million people in Southern California. Metropolitan's mission is to provide its service area with adequate and reliable supplies of high quality water to meet current and future needs in an environmentally and economically responsible way. Metropolitan's facilities include the 242-mile Colorado River Aqueduct, five conventional water treatment plants with a combined capacity of 2.6 billion gallons per day, nine surface water reservoirs, 800 miles of pipeline, and 16 hydroelectric power plants

STUDENT INTERN (PART TIME - DISTRICT TEMPORARY)

Metropolitan's Administrative Services Section has one (1) opening for Part-Time, District Temporary Student Intern available at its Headquarters in Los Angeles, California.

JOB SUMMARY

As a Student Intern you will be able to provide support for Metropolitan's 2018 Spring Green Expo. This event provides Metropolitan, along with other agencies, businesses, conservation organizations, and the educational community, the opportunity to highlight their role as innovators and providers of environmentally-friendly programs, products and services that save water and promote sustainability.

You will receive training and mentoring in various areas while having the opportunity to support planning, scheduling, and coordination activities for the event to help ensure that everything runs smoothly in addition to being able to interact with a variety of people and organizations including the public. Your organizational ability, customer service, creativity, and writing proficiency will be utilized as you support this wonderful event.

JOB DUTIES

1. Performs research as assigned and applies academic theory, training and education to real life work situations and environments.
 2. Participates on project teams as required.
 3. Learns and assists with tasks related to their areas of discipline and assigned area of responsibility.
 4. Learns and assists to plan, conduct studies and research, and compile information from various sources; provides updates and prepares reports.
 5. Learns and assists to collect and analyze statistical data, generates and maintains records and report findings, makes recommendations.
 6. Learns and assists in inputting, maintaining, and verifying data.
 7. Learns and assists in the implementation of goals and objectives.
 8. Learns and assists in identifying opportunities for improving processes to optimize efficiency.
 9. Performs office duties and activities as required.
 10. Performs other related Student Intern job duties as required.
- Work Schedule: Part Time, 18 - 20 hours per week

Estimated End Date: May 19, 2018

Required Skills

MINIMUM QUALIFICATIONS

Education and Experience: Current enrollment in an accredited four-year college or university carrying a minimum of 12 semester units or 8 quarter units with junior or senior standing in a related major and maintain a cumulative grade point average of 2.75 or higher on a 4.0 scale, or current enrollment in an accredited graduate degree program in a related major with a grade point average of 2.75 or higher.

Required Knowledge of: Data collection and research techniques; and English usage, spelling, and grammar and punctuation.

Required Skills and Abilities to: Research, collect, and compile data; respond to requests and inquiries from the general public; maintain comprehensive records, files, logs, listings and related data; create spreadsheets and presentations; assist in preparing and reviewing a variety of documents and correspondence for accuracy and completeness; understand and follow verbal and written instructions; communicate clearly and concisely, both verbally and in writing; operate office equipment including computers and applicable modern office equipment and technology; and establish and maintain effective working relationships with those contacted in the course of work.

License required: Valid California Class C Driver License or equivalent from your state of residency that allows you to drive in the course of your employment.

Benefits

BENEFITS

- Competitive compensation
- On-site fitness center
- Excellent working environment
- Hub of public transportation: rail, subway, buses, and taxis
- Public transportation reimbursements For more information on MWD benefits, please use the following link: http://www.mwdh2o.com/PDF_Careers/benefits.pdf

This job announcement has been designed to indicate the general nature and level of work being performed by employees in this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. To receive a copy of the complete job description, please send an email to jobs@mwdh2o.com.

The Metropolitan Water District of Southern California is committed to providing reasonable accommodations to qualified individuals with disabilities. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process, please call (213) 217-7738 or email jobs@mwdh2o.com.

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Kind: Part Time

Level: Staff Position

Apply

To apply for this position, please copy and paste the following link into your browser address bar:
<http://mwdh2o.contacthr.com/57618951>

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