



Title: Real Estate Student Intern (Part Time, District Temporary)

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Posting Expiration Date: 04/12/2018

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.

Metropolitan's Real Property Group will be hosting a Students and Professionals Night. This event is a chance for college students and professionals to learn about public agency and the right of way industry, Metropolitan's role and work in the field, and its student internship program.

The event will be held on Wednesday, April 11, 2018, from 4-6 PM at Metropolitan's Headquarters in Los Angeles. RSVP's are strongly recommended. Attending this event is not mandatory for this job posting.

More information is available at:

<https://www.eventbrite.com/e/metropolitan-water-district-students-and-professionals-night-tickets-43175247327?aff=es2>

REAL ESTATE STUDENT INTERN (Part Time, District Temporary)

JOB INFORMATION

The Metropolitan Water District's Real Property Group currently has one (1) opening for a Real Estate Student Intern (Part Time, District Temporary) in the Planning and Acquisition Unit at our Headquarters Building in Los Angeles.

SUMMARY

This position will receive training and mentoring and will assist with real property responsibilities

for water supply, conveyance, and storage; and infrastructure reliability and protection projects. Responsibilities include learning and assisting with planning, conducting studies and research, and compiling information from various sources; providing updates and preparing reports; collecting and analyzing statistical data, generating and maintaining records and report findings, and making recommendations; inputting, maintaining, and verifying data; and lastly, learning and assisting other real estate classifications in performing a variety of specific assignments related to planning and acquisition of right-of-way.

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.

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.

A Related major is defined as a degree in Real Estate, Urban Planning, Real Estate Development, or other related field.

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.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Valid California Class C Driver License or equivalent that allows you to drive in the course of your employment is required at the time of application.

DESIRABLE QUALIFICATIONS:

- Strong written and verbal communication skills
- Detail oriented
- Strong personal interaction skills
- Ability to research, collect and analyze data
- Experience in Microsoft Office Suite

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Work Schedule:

Average 18 hours per week

Anticipated estimated date of assignment: July 2018 to March 2019

Pay Rate:

\$15 per hour if a Junior in college

\$18 per hour if a Senior in college

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.

MWD is a Federal and State EO employer - Veterans/Disabled and other protected categories.

Kind: Part Time

Level: Other

Apply

To apply for this position, please copy and paste the following link into your browser address bar:
<https://mwdh2o.contacthr.com/60948551>



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