Los Angeles County Metropolitan Transportation Authority (Metro) has an immediate opening for a paid, part-time (15-20 hrs/wk minimum), year-round administrative intern in the Planning Department. Looking for students interested in expanding their knowledge of transportation engineering. This internship provides the student the opportunity to learn engineering practices in the public transportation industry, enhance communication skills, and gain hands-on urban/transportation planning experience. Salary ranges from $10-$12/hr, depending on level of education.

**JOB DUTIES:**
- Assist transportation planners with reviewing transportation engineering designs
- Coordinate and help prepare for meetings with consultants and local municipalities
- Interface with consultants and public agencies
- Document progress and completion of project tasks
- Integrate field work documentation into project folders

**QUALIFICATIONS:**
- Proficient with Microsoft Windows Office
- Strong written and communication skills
- Dedication to complete assigned jobs in a timely manner
- Highly organized
- Team oriented

**EDUCATION AND EXPERIENCE**
Potential candidates interested in this position MUST meet the following minimum requirements.
- Full-time graduate student
- B.S. in Urban Planning, Transportation, and/or Civil/Transportation Engineering are encouraged to apply

**TO APPLY**
Please send resumes to:
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Planning Department
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FAX: (213) 922-3060
EMAIL: moosavia@metro.net