

Internship with the City of Santa Monica:

Our Human Resources Department is currently accepting applications for paid Administrative Intern positions. This process will create a pool of intern candidates that the various City departments may select from. The Civil Engineering Division has a need for several positions. Although the minimum qualifications list major course work in public administration, please be advised that any major qualifies.

Tasks in the Civil Engineering Division may range from data entry, scanning of geotechnical reports into a database, GIS database and layer creation, storm drain drawing research, project site visits, hydrology analysis, hydraulic calculations, communication with other public agencies and other duties as assigned.

The work environment is in a professional engineering office and may occasionally be in a construction / field setting.

Applications may be filed at: <http://agency.governmentjobs.com/santamonica/default.cfm>

The first projected review date is scheduled for Friday, March 2, 2012.