



Administrative Intern I Paid Internship Opportunity with the Los Angeles Unified School District



The Position

The LAUSD's Facilities Services Division is seeking highly motivated undergraduate students to perform technical administrative work for the division's School Occupancy Transition Unit (SOTU). This unit provides schools with the furniture and equipment needed to create a successful environment for education. Administrative Interns we be responsible for the following:

- Reading and interpreting architectural drawings
- Coordinating furniture installation crews on job sites in support of professional staff
- Scheduling and coordinating installation crews
- Utilizing computer databases and other common applications
- Organizing and maintaining files

Please visit this link for a complete job description:

http://www.lausd.k12.ca.us/lausd/offices/personnel/class/class_comp/cds/cc5103.PDF

The Division

The \$27 billion LAUSD new school construction and modernization program is the largest school construction program in the nation's history. Today, the LAUSD is a recognized leader in school construction in its award-winning designs, processes, and construction achievements. We are innovators in the construction industry with our efforts to build while being environmentally conscious and offering our students the most technologically advanced schools in the nation. For more information about the Facilities Services Division, visit our homepage at www.laschools.org.

The Ideal Candidate

The ideal candidate will demonstrate good communication skills and judgement consistent with an entry level support position and be familiar with interior design, furniture design, product design, industrial design, or construction. The ideal candidate will be enrolled in an undergraduate degree program such as Interior Design, Architecture, Construction Management, or Civil, Mechanical, Electrical or Environmental Engineering.

Minimum Qualifications

Administrative Intern I (\$17.12/hr): Current enrollment of 12 semester units or equivalent quarter units at a recognized college or university, preferably supplemented by training in the use of a computer.

Special: A valid California Driver License and use of an automobile may be required in some positions.

*If appointed to the position, continued employment is contingent upon continued studies. Interns will be assigned to work up to 24 hours a week during school semesters for a 15 week assignment. Interns will be hired for a single semester; however, depending on the quality of their work and their interest in continuing, individual interns can serve up to two semesters and may work up to 40 hours per week when school is not in session.

To Apply: Please submit your resume via email to Patricia Cardenas at patricia.cardenas@lausd.net by February 18, 2011.