

Administrative Intern - Planning Department

Employer: Metropolitan Transportation Authority (Metro)

Division: Organizational Training & Development

Title: Administrative Intern - Planning Department

Description: 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

Location: Location

Downtown Los Angeles, CA

Position Type: Internship

Number of Openings: 1

Qualification: • 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 Civil Engineering or Transportation Engineering, and/or an equivalent combination of education and experience are encouraged to apply

Job Function: Engineering

Industries: Transportation Services

Class Level: Junior, Senior: 4th Year, Senior: 5th Year, Master's

Salary Type:: Stipend

This section is for Part-Time and Workstudy Positions ONLY

Term Available: Academic Year

Work Study Only?: no

Hourly Wage: 10.00

