



Metro

Los Angeles County
Metropolitan Transportation Authority

One Gateway Plaza
Los Angeles, CA 90012-2952

213.922.2000 Tel
metro.net

ADMINISTRATIVE INTERN

Planning Department

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:

Alex Moosavi

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Planning Department

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