

Los Angeles County Metropolitan Transportation Authority (LACMTA)
Non-Represented EMPLOYMENT OPPORTUNITY

Bulletin No:
001204-002

Job Title:
ADMINISTRATIVE INTERN

Specialty:
Closing Date:
31-MAR-14

Salary Grade:
Salary Range:
Undergraduate:\$12.50, Graduate: \$15.00

External/Internal:
EXTERNAL

Other Info:

An internship at Metro can be a paid or unpaid work assignment. The program does not guarantee full time employment with the agency. Metro does not provide benefits, vacation pay, holiday pay or overtime pay for interns. All interns must adhere to Metro's dress code and observe all safety rules and regulations. All prospective interns are subject to Metro's pre-employment screenings and subject to a criminal background check.

Applications submitted will be considered for intern opportunities until January 31, 2015.

Basic Function

The Metro Internship Program (MIP) offers undergraduate, graduate and postgraduate students an opportunity to gain practical work experience through a paid internship, related to their academic field of study. MIP provides an opportunity for students to learn about the transportation industry while applying classroom theories and concepts to "real-world" work situations at the nation's third largest public transportation agency. The type(s) of internship opportunities offered to college interns may include but are not limited to: administration, architectural design, CAD, engineering, government relations, graphic design, human resources, marketing research, media relations, training and urban planning. MIP intern assignments are reviewed every six months by the hiring department and an intern has an opportunity to work up to a maximum of two years in his/her assignment.

Requirements For Employment

To qualify for the Metro Internship Program, applications must meet the following criteria: Officially be enrolled in an accredited institution of higher learning with a minimum of 12 units for an undergraduate program or a minimum of 6 units for a graduate program. Must maintain a cumulative GPA of at least 2.5 for those enrolled in an undergraduate program of study or maintain a 3.0 for those enrolled in a graduate program of study. Must be a U.S. citizen or a legal resident and eligible to work in this country as determined by the U.S. Immigration Laws and the Department of Homeland Security.

Selection Procedure

APPLICATION SCREENING, DEPARTMENTAL INTERVIEW

Application Procedure

To apply, visit Metro's website at <http://www.metro.net/> and complete an online Employment Application.

Computers are available to complete online Employment Applications at the following Metro location:

METRO Headquarters, Employment Office
One Gateway Plaza
Los Angeles, CA 90012

Telephone: (213) 922-6217 or persons with hearing or speech impairments can use California Relay Service 711 to contact Metro.

All completed online Employment Applications must be received by 5:00 p.m. on the closing date. (sb)

*Open to the public and all Metro employees

Supplemental Questions

1. What is your current graduate status?
2. How many units are you currently enrolled in?
3. What is your current GPA?
4. Please list any area(s) of professional interest.