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FINANCE/BUSINESS ADMINISTRATION INTERNSHIP OPPORTUNITY

Finance, Business Administration, and Law Majors are encouraged to apply

DEADLINE - OPEN UNTIL FILLED

FIRST REVIEW OF APPLICATIONS - FRIDAY, MAY 12, 2023

The Water Replenishment District of Southern California (WRD) is seeking a motivated and flexible, part-time intern to join the Finance Department and gain hands-on experience in procurement and contract administration. You will collaborate with industry professionals and provide as-needed support to the Finance Department.

- Compensation of \$16.80 per hour for undergraduate students to \$18.90 per hour for graduate students.
- Flexible, part-time (up to 18 hours per week) schedule coordinated to work with school schedules.
- The internship is year-round, extendable at the discretion of the District.

POSITION SUMMARY

The ideal candidate will thrive in a professional and fast-moving environment. Selected candidates are detail-oriented, organized, have a strong willingness to learn, and able to bring in new and fresh ideas to WRD. Working under the direct supervision of the Project Administrator, you will have the opportunity to use problem solving, communication, and decision-making skills. You will provide an active role in supporting a variety of functions, which include but are not limited to the following:

- Perform a variety of administrative support duties such as review insurance certificates, prepare, scan and archive solicitation (RFQ, RFP, RFB, etc.) and contract documents, data entry, gather and conduct research, prepare spreadsheets and other similar functions;
- Analyze, generate and maintain records and other materials necessary for departmental use;
- Answer and make phone calls, respond to department related needs and requests; and
- Have good verbal and written communication skills, computer skills, and can work well with others with minimal supervision.

QUALIFICATIONS

The District's internship program is designed to provide an opportunity for college students to gain real-world experience while applying the principals and practices obtained through their academic training. Incumbents must furnish proof of enrollment and class schedule each semester/quarter to remain in the program. The applicant must meet the following program requirements for consideration:

- Must be currently enrolled full-time in an accredited program related to this field and have at least one year remaining in school, pursuing an undergraduate or graduate degree in Business Administration, Finance, Supply Chain Management, Public Administration, or a related field;
- Must have knowledge of general office practices and be proficient in Microsoft Office.

POST-OFFER REQUIREMENTS

- Copy of current college transcript;
- Successful completion of a pre-employment physical examination and drug screening;
- Successful completion of a pre-employment background check;

- Must provide proof of COVID-19 vaccination upon offer of employment. The candidate may request an accommodation based on a medical condition or sincerely-held religious belief. Each accommodation request will be evaluated on a case-by-case basis. If an accommodation is approved, the candidate will be subject to weekly COVID-19 testing.

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HOW TO APPLY

Interested candidates can apply by downloading and completing an application available on the Careers page at www.wrd.org. Please submit a cover letter and resume with your application. **No candidate will be considered without submission of a cover letter, resume, and a fully completed and signed employment application.** Email all materials to: careers@wrd.org. Learn more about the Water Replenishment District of Southern California at www.wrd.org.