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### **FINANCE/CONTRACTS INTERN INTERNSHIP OPPORTUNITY**

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

#### **POSITION SUMMARY:**

The ideal candidate will thrive in a fast-moving and professional environment. Selected candidates are detail-oriented, organized, willing to learn and able to bring 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 the 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
- Be flexible, have good verbal and written communication skills, computer skills and work well with others and 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;
- Must possess and retain a valid Class C California driver's license with good driving record;
- The internship is year-round, extendable at the discretion of the District;
- Flexible, part-time (up to 18 hours per week) schedule coordinated to work with school schedules;
- Compensation of \$13.00 to \$15.00 per hour, subject to experience and qualifications;
- Copy of current college transcript;
- Successful completion of a pre-employment physical examination and pre-employment background check;
- Valid California Driver's License and proof of auto insurance.

**DEADLINE: OPEN UNTIL FILLED FIRST REVIEW OF APPLICATIONS: FRIDAY, MARCH 6, 2020**

Send a completed WRD Application (available at [www.wrd.org](http://www.wrd.org)) and cover letter/resume directly to Human Resources via email: [hr@wrd.org](mailto:hr@wrd.org). Learn more about the Water Replenishment District of Southern California at [www.wrd.org](http://www.wrd.org)