



EMPLOYMENT OPPORTUNITY

STUDENT INTERN

HOURLY RATES ARE ESTABLISHED BASED ON LEVEL IN COLLEGE, IN ACCORDANCE WITH DISTRICT POLICY

Position Summary:

Under direct supervision, the intern will provide support to the Water Emergency Response Organization of Orange County (WEROC) program, and the Water Resources and Planning Department assisting the engineers/planners in various activities at the District. The intern will be exposed to the Orange County water industry, working in an office atmosphere and learning to collect, process and analyze data and information in an efficient and professional manner.

ABILITY TO:

- Plan, organize, and perform the duties of the position, as directed by staff.
- Conduct research and gather and disseminate data.
- Organize and coordinate projects and priorities.
- Assist with scheduling and coordinating emergency exercises, training programs and meetings.
- Basic interpersonal skills of dealing with fellow employees and other contacts;
- Utilize computer software applications, including Microsoft Office (Word and Excel).
- Communicate effectively in both oral and written forms; establish and maintain effective professional working relationships with the public and other members of the staff.
- Exercise sound independent judgment within established procedure guidelines.
- Work cooperatively with others such as members of management and outside agencies.

Knowledge OF: A high level of proficiency with Microsoft Office Word and Excel; a high degree of customer service skills. Basic principles and methods of public administration, municipal water departments; statistical and research methodology are useful but not required.

Education AND EXPERIENCE: Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered. Must be enrolled in college and be able to work a minimum of nine months.

Please visit our website to review the complete job description, qualifications, physical activities and other information pertaining to this position. An employment application can be found at <http://www.mwdoc.com/business/employment>. Please submit your completed application to jobs@mwdoc.com.