CLASSIFICATION: Health & Safety Intern 
(20-25 hours per week) 

JOB DESCRIPTION: 
Qualified candidate will provide administrative support to the Risk & Safety Department. Responsibilities will include but not limited to: Assisting with updating procedures, Emergency Business Plan, required postings, assisting in the coordination of training classes, assisting with the update of forms and documentation, updating safety & training website, composing and typing miscellaneous correspondence, administrative filing, creating MS Excel spreadsheets, preparing charts and graphs, working on projects, and preparing documents using MS Word. This individual will also have the opportunity to learn in the field by shadowing around the facility and field locations.

QUALIFICATIONS: 
Qualified candidates must be currently enrolled as a full time student with at least a year remaining in their degree program. Coursework emphasis in environmental science, with a focus in occupational safety preferred. Must have a good understanding of modern business practices and procedures, business letter writing and elements of correct English usage, grammar, spelling, vocabulary, punctuation and mathematics. Advanced knowledge of Microsoft Word and Excel is required. Excellent organizational skills and the ability to maintain effective working relationships with others is a must.

Internships are to provide meaningful training and work experience for college students pursuing academic studies related to the District’s mission and goals. Interns must submit proof of full time enrollment, class schedules and grades each semester/quarter. Interns are not eligible for employee benefits. Interns are at will, and can be terminated at the discretion of the Department Manager with or without cause and with or without prior notice.

#1 - Interns must be currently enrolled full time (Fall/Spring) in an accredited bachelor or graduate program related to this field.

#2 - Interns must have at least one year remaining in school.

(You will not be considered if you do not meet the criteria for both #1 & #2 above)

*Please provide a cover letter explaining how your schooling relates to this internship and what your expected graduation date is.

Hourly Rate: Undergraduate: $15 per hour & Graduate: $17 per hour

You must submit an OCWD online employment application to be considered.
Please visit www.ocwd.com to complete an application.
Pre-employment drug screening is conducted for DOT Program positions.
A valid California driver's license and proof of automobile insurance is required.
Applications will be accepted until a sufficient number apply.

EOE