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PART-TIME EMPLOYMENT OPPORTUNITY

LOS ANGELES DEPARTMENT OF TRANSPORTATION
COLLEGE INTERNSHIP PROGRAM

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JOB TITLE:	Student Professional Worker
SALARY:	$15.41 per hour
FILING PERIOD:	Monday, September 29, 2014 at 8:00 a.m. through Thursday, October 2, 2014 at 3:00 p.m.

OVERVIEW

The Los Angeles Department of Transportation is accepting applications for its 2014 Information Technology College Internship Program. This is a two-year program designed to provide up to 2 college students with practical work experience in the field of information technology. Job assignment will be at 100 S. Main St, 10th Floor, in downtown Los Angeles. Some travel in the City of Los Angeles maybe necessary to support remote office locations.

All student intern positions are exempt from the civil service provisions of the City Charter and serve at the will of management. Information regarding exempt employment can be found at www.per.lacity.org/Exams/exempt_info.pdf.

DUTIES

Student interns will perform duties such as assisting with hardware and software installations, design and developing computer applications, conducting research studies, participating on project teams, compiling information from various sources, collecting and analyzing statistical data, inputting data to computer systems, updating records, maintaining files, and providing guidance and assistance for staff using computer systems.

QUALIFICATIONS

1) Must be enrolled as a full-time undergraduate student in an accredited college or university.

2) Must have declared a major in the field of computer science, information technology or computer information systems with a cumulative grade point average of 2.75 or higher on a 4.0 scale.

3) Must be on track to earn a bachelor's degree within calendar year 2016.

4) Must be able to provide proof of identity and legal right to work in the United States.

5) Must possess of a valid California Class C Driver License.

TO APPLY

Candidates must submit: 1) letter of interest, 2) resume and 3) listing of completed college courses with grades earned, declared major and cumulative grade point average (unofficial transcript).   These documents must be scanned as a single .pdf and emailed to hrconsolidatedrecords@lacity.org. The subject line of the email should read: "**LADOT IT COLLEGE INTERNSHIP**". Receipt of applications will be acknowledged with an email reply by the next business day.

Only electronic submittals received during the filing period will be accepted. Incomplete applications and applications received prior to or after the filing period will be disqualified. Additionally, this opportunity is for students who are on track to graduate with a bachelor's degree during calendar year 2016. Applicants who plan to graduate prior to or after calendar year 2016 will be disqualified. Submittals will not be considered if received by mail, fax or in-person.

Applications will be accepted until a sufficient number is received.

SELECTION PROCESS

An application screening will be conducted to select the most qualified candidates for an oral interview. If a candidate is interviewed and subsequently receives a tentative job offer, that individual must pass a medical examination and background check administered by the City prior to starting work in the position.

CONDITIONS OF EMPLOYMENT

1) Enrollment as a full-time undergraduate student in an accredited college or university.

2) A student intern must have declared a major in the field of computer science, information technology or computer information systems.

3) A student intern must maintain a cumulative grade point average of 2.75 or higher on a 4.0 scale and submit a copy of grades at the end of the school semester or quarter.

4) A student intern must be on track to earn a bachelor's degree within calendar year 2016.

5) A student intern must be able to provide proof of identity and legal right to work in the United States.

6) A student intern must possess a valid California Class C Driver License.

7) A student intern must submit documentation verifying proof of enrollment at the beginning of each school semester or quarter.

8) A student intern may work a maximum of two service years. The first service year begins on the date of hire and ends after 12 consecutive months. The second service year is the subsequent 12 months.

9) A student intern may not exceed 1,040 total hours worked during each service year.

10) A student intern must be able to work a minimum of 10 hours per week during the school semester or quarter.

11) A student intern may work a maximum of 20 hours per week during the school semester or quarter and a maximum of 30 hours per week during summer, winter and spring breaks prior to earning a degree.

12) A student intern is not allowed to work during the first week of a school semester or quarter in order to focus on coursework.

13) A student intern is not allowed to work during the week of mid-term exams or the week of final exams in order to focus on coursework.

14) A student intern is not allowed to work in the absence of an on-duty supervisor.

15) A student intern must comply with all department safety rules and regulations.

16) Must be willing/able to lift hardware equipment weighing up to 50 lbs.