



COLLEGE INTERNSHIP OPPORTUNITIES – SUMMER 2024

(Paid Internship opportunities, Application period **March 1st through March 31st, 2024**, \$15 per hour, Temporary, May 20th, 2024 through August 16th, 2024)

Students applying must:

- Be currently enrolled in an undergraduate or graduate program in an accredited College or University, and have the educational institution submit an official transcript to the County prior to the interview date.
- Submit a resume.
- Be available to conduct an interview with the Selection Committee.
- Be available to work up to 20-30 hours a week.
- Submit to a criminal history background check.

Apply now through <https://www.miamidade.gov/global/humanresources/jobs/home.page>

Internal Services Department

College Intern - Accounting (2 positions available): The interns will be assisting the Budget & Finance Division as well as the Real Estate Development Division with departmental accounting activities, reconciliation functions, and/or review of departmental budgets; also, will be responsible for preparing fiscal reports, ensuring proper supporting documentation, and so forth.

College Intern – Project Management (2 positions available): The interns will be assisting the Program Management Office with activities related to the tracking of budget and cost for construction and renovation projects, handling the project scheduling, conducting site visits and meetings (walk-throughs), and managing the projects' punch lists.

College Intern – Graphic Design (1 position available): This opportunity will be ideal for interns who may be interested in graphic design; incumbents in this role will have technical and administrative skills and have some knowledge of professional graphic design processes and performing a variety of complex duties in the design and development phase of graphic materials for the Internal Services Department Centralized Print Shop.

College Intern – Parking Operations (3 positions available): The interns will be familiarized with the overall management and oversight of parking operations, which could be considered a more specialized field within the general operations management arena. While working closely with this Section's Manager, this intern will have the opportunity to learn the intricacies of the general responsibilities of this role to include, ensuring that daily operations are carried out effectively; the identification of deficiencies, resolving issues as they arise and implementing effective solutions; coordinating project related activities with contracted vendors, other County departments and outside agencies comprising, at times, the implementation of innovative practices and initiatives. Additionally, the intern will get hands on experience with the operation's fiscal and administrative support activities, as well as with handling a variety of interactions with customers to acquire critical customer service skills.

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College Intern – Fleet Management (1 position available): The intern will be assisting the Fleet Management Division gathering fleet data, creating reports, and providing analysis on vehicle downtimes, work order duration, fuel consumption, and EV compliance to improve division performance.

College Intern – Physical Plant/Building Management (3 positions available): The Building Management internship will provide students who are interested in pursuing a career in the facilities/property management field with first-hand experience. During this internship, the interns will work hand in hand with Building Management Assistants and Building Managers to gain experience with the multiple administrative activities, and coordination required to properly support and manage the operations at County facilities. Duties may include assisting with the processing of invoices, learning to interpret and use contracts, receiving and routing tenants' requests, assisting with coordinating special services and events, among other general administrative duties.

College Intern – Clerical/Risk Management Division (1 position available): The intern will be assigned to assist the units within Risk Management on front desk duties to include: walking-in customers/ and anyone who calls the main number for Risk management. They will be responsible for the intake of visitors, returning voicemails and any other clerical/front desk duties that may be asked to perform. This position will not be remote and will be in person, during regular county business hours. Monday-Fridays 8AM -5PM.

College Intern – Renovation Services/Construction Management (1 position available): This opportunity will be ideal for interns who may be interested in leadership experience in the construction and renovations industry, to include experience with the different related construction trades. Interested individuals may be pursuing a career in the construction management field. RSS renovates, maintains, and proudly provides a full-range of services to Miami-Dade County operated facilities, which include services from the HVAC, Electrical, Plumbing and Carpentry trades shops. This intern will work closely with the Section's Manager and supervisors to gain an understanding of both the day-to-day business, and financial management of projects, while exploring critical roles of construction trades as well as supporting the team with coordination, material tracking, file management, document control, and progress reporting.

Audit and Management Services Department

College Intern- Accounting (1 position available): The College Interns will serve as a team member working in a supporting role with more experienced auditors. The intern will perform assigned tasks within audits, including financial, operational, compliance and other reviews, which will require the timely and accurate gathering, analysis and reporting of information relevant to assigned audit objectives in accordance with professional standards and those established by the Department.

Communications and Customer Experience Department

College Intern- Graphic Design (1 position available): The College Intern will have the opportunity to assist in the design and development of graphic materials. The College Intern will assist in conferring with customers to identify design requirements, developing designs that reflect the theme of the project, producing designs rapidly to minimize production costs, maintaining accurate records on design and production services, and operating an advanced computer design

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workstation and related peripheral equipment. Supervision is received from a technical and administrative superior who reviews work for the achievement of desired results and customer expectations.

Department of Emergency Management

College Intern – Emergency Management (1 position available): Motivated college students will be introduced to the functions of county emergency management programs. Interns will work alongside DEM personnel in county offices and Emergency Operations Center facilities. The internship is offered through the county Director of Emergency Management. Under supervision, the intern will perform a variety of entry-level administrative tasks and projects associated with preparedness, mitigation, response and recovery phases; assist in the coordination of administrative activities and analysis of department procedures and stakeholder collaboration processes; and perform related work. Overall, interns will assist department personnel in Emergency Management planning, technical, and professional tasks.

Seaport

College Intern – Engineering (1 position available): A civil engineering intern will be assisting the Capital Development Engineering Team at PortMiami, and could be involved in a variety of tasks, including assisting with port infrastructure projects, assisting with CAD and/or GIS, reviewing as-builts, reviewing design drawings and specifications, conducting site inspections, collaborating on construction projects and contributing to the management of various design efforts.

Department of Transportation and Public Works

College Intern- RBCM Division/Accounting (1 position available): The College Intern will be under the supervision of the Division Chief and have the opportunity to assist with the daily tracking of operational expenditures associated with roadway, bridge, drainage and canal maintenance activities. The College Intern will assist with the processing of vendor invoices and the preparation of periodic budget and expenditure reports for the division.

College Intern- Highway Design/Engineering (1 position available): Intern will partner with one of our senior project managers and assist with the design and development of an internal design project. This may include the design of a signalized intersection or overseeing a consultant-based project. The intern will assist in the development of a project which includes project schedules, project cost, and CADD. The Intern will assist in conferring with design professionals to identify design requirements and develop designs that comply with applicable standard design requirement.

College Intern- Planning (1 position available): The College Intern will be under the supervision of the Chief Planning Officer and have the opportunity to assist with the review of multimodal planning and infrastructure planning documents including transportation partner studies and plans and provide feedback. The college intern will also provide research for stakeholder requests, including citizens, municipalities, and interdepartmental planning items. The intern will assist the Division's leadership with presentation and the design and development of graphic materials. The College Intern will assist in conferring with stakeholders to identify planning requirements, developing concepts that reflect the theme of the project, and preparing reports and technical memorandums.

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College Intern – Administration/Bus Operations (1 position available): The College Intern will be under the supervision of the Special Projects Administrator 2 and will have the opportunity to assist with the review of bus and rail operations administrative documents including conducting research, attending meetings, processing relevant administrative transactions (training, procurement, financial, etc.). The intern may be assigned to assist the Bus Operations and/or Rail Operations leadership with presentations, and other relevant administrative tasks.

Department of Solid Waste Management

College Intern – Engineering Assistant (1 position available): The intern will assist the project manager in administrative aspects of an engineering design project, to include assisting in some technical aspects of the design of buildings and facilities for the MDC Department of Solid Waste Management.

College Intern – Administration (1 position available): The intern will assist with managing and organizing the organization's filing system, ensuring all documents are accurately filed and easily accessible. The intern will also assist with answering and directing phone calls to appropriate departments or individuals, providing a professional first point of contact; scheduling and coordinating travel arrangements for senior staff members, assisting in the preparation of written documents, including requisitions, receipts, and correspondence; perform data entry tasks to update databases and spreadsheets with new information as required; perform clerical tasks such as filing, scanning documents, and making copies as well as facilitating the maintenance of office equipment and tracking inventory supplies, placing orders when necessary; as well as supporting the planning and execution of company events, including logistics, guest lists, and venue arrangements, and providing support to staff members in other sections as needed.

Department of Regulatory and Economic Resources

College Intern- GIS/Re-forestation (1 position available): The College Intern will have the opportunity to assist in the processing and development of a GIS database to track restoration projects, tree plantings and urban canopy. The College Intern will assist in collaborating with different departments and executing environmental contracts. Some familiarity with GIS software is requested and the intern should expect a significant amount of time in the field. Supervision is received from a project administrator superior who will review work, provide feedback, and create learning opportunities for the achievement of desired results and expectations.

Department of Public Housing and Community Development

College Intern – Housing and Planning Management (1 position available): The intern will work with Public Housing and Planning and Development, where they will assist the manager in tracking projects and reporting, create reports, agenda items, compile our property data, and assist with environmental reviews.

College Intern – Marketing and Design (1 position available): The intern will have the opportunity to assist in creating engaging content and the development and implementation of various marketing campaigns, initiatives, and events to include social media platforms, digital marketing ads, brochures, website graphics, and more, as applicable, with the purpose of

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streamlining processes, developing designs that reflect the theme of the project, and enhancing PHCD's social media presence, relationship with the online community, and the customer experience.