



MAYOR'S INTERNSHIP DEPARTMENTAL OPPORTUNITIES – FALL 2024



Application period: July 1st – July 31st, 2024

Pay Rate: \$15.00 /hour

Position Classification: Temporary/ Part-Time

Internship Term: September 3rd - December 13th, 2024

Students must:

- Be currently enrolled in an undergraduate or graduate program in an accredited College or University and have completed a minimum of 60 semester credits at the time of application.
- Submit an **official transcript** directly from the educational institution to the County prior to the interview date.
- Submit a **resume**.
- Be available for an interview with the Selection Committee.
- Be available to work 20-30 hours a week.
- Submit to a criminal history pre-employment background check.

*** Submit **official transcript** and **resume** to Internships@miamidade.gov ***

Audit and Management Services Department

Accounting (1 position): The College Intern 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

MAYOR'S INTERNSHIP DEPARTMENTAL OPPORTUNITIES – FALL 2024

gathering, analysis and reporting of information relevant to assigned audit objectives in accordance with professional standards and those established by the Department.

Citizens' Independent Transportation Trust

Community Engagement (1 position): The intern will curate news clips, prepare social media posts, and produce info-graphics and materials for website postings.

Big Data Analysis (1 position): The intern will gather data, analyze data, produce graphics, and learn and use Microsoft PowerBi to update the Department dashboard.

Communications and Customer Experience Department

Graphic Design (1 position): 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 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

Emergency Management (1 position): 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.

Department of Public Housing and Community Development

Housing and Planning Management (1 position): 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.

Marketing and Design (1 position): 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 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.

MAYOR'S INTERNSHIP DEPARTMENTAL OPPORTUNITIES – FALL 2024

Department of Regulatory and Economic Resources

GIS/Re-forestation (1 position): 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.

Engineering (1 position): The Intern will have the opportunity to assist the Building Official's Office in processing and researching the permitting and inspection history of properties to include using the Department's software and historical records. The Intern will also assist in the Fastrack window permit and roofing review and provide analysis of building permit and inspection trends, will have the ability to interact with several different departments and agencies involved in the building permit process, and gain insight into the development process. The intern needs to have experience in using Microsoft Office Suite and be familiar with construction industry, or architecture or engineering. Supervision is received from the Deputy Building Official/Information and Permit Support Division Director who will provide feedback and create a learning opportunity for achievement of results and expectations.

Department of Solid Waste Management

Engineering Assistant (1 position): 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.

Administration (1 position): 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 assists 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 Transportation and Public Works

RBCM Division/Accounting (1 position): The College Intern will be under the supervision of the Division Chief and can 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.

MAYOR'S INTERNSHIP DEPARTMENTAL OPPORTUNITIES – FALL 2024

Construction Division (1 position): The College Intern will be assisting the Transit Construction Section with activities related to tracking of construction projects, preparing reports, accounting activities, and ensuring proper supporting documentation is accurate.

Planning (1 position): The College Intern will be under the supervision of the Chief Planning Officer and can 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.

Administration/Bus Operations (1 position): 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.

Internal Services Department

Accounting (3 positions): The interns will be assisting the Budget & Finance Division (2 positions) as well as the Parking Operations Division (1 position) 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.

Parking Operations (2 positions): 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, these interns 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 interns 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.

Renovation Services/Construction Management (1 position): 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.

MAYOR'S INTERNSHIP DEPARTMENTAL OPPORTUNITIES – FALL 2024

Policy and Legislation (3 positions): Interns selected for this opportunity will engage in activities requiring detailed attention and dedication, including critical legislative analyses and policy formulation tasks that are vital to our ongoing projects and initiatives. Interns would assist in research, drafting documents, and other essential tasks, allowing us to maintain our commitment to excellence and timely delivery on all fronts.

ADA Office (1 position): This opportunity will be ideal for an intern who may be interested in the management of diversified administrative operational needs of the ADA Office including special projects, training development, research, dissemination of best practices, and conducting facility site reviews.

Business Services (3 positions): The intern selected for this opportunity will engage in administrative responsibility in the management of diversified administrative operational needs within Printshop and Materials Management to include special projects.

Seaport

Civil Engineering (1 position): An 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.

Water and Sewer Department

Hydrogeology Engineers (2 positions): The Miami-Dade Water and Sewer Department (MDWSD) has a Hydrogeology Technical Services Division (HTSD) that is responsible for employing innovative research, advanced technology, and best practices in hydrogeology to ensure the delivery of safe, reliable, and high-quality water and wastewater services to the community while preserving and protecting our environment. The HTSD internship opportunity is designed for students with interest in geosciences and will provide students with experience in various field work such as groundwater sampling and well drilling in addition to data analysis, GIS mapping, and modeling. This program offers an unparalleled opportunity to gain hands-on field experience, mentorship, and make a meaningful impact in a dynamic and innovative environment.

Quality Assurance Engineers (2 positions): The QA/QC Division Quality Assurance Engineer 1 Intern will learn via on-the-job training. He/she will participate in the development, implementation, and maintenance of quality assurance plans and programs. The Intern will assist the Division in the creation and updating of Standard Operating Procedures throughout the MDWASD operating Divisions. He/she will support the Manager, QA/QC Section, in causing the continuance, maintenance, and updating of essential Divisional and Department wide standard protocols and procedures.

Computer Science Engineers (1 position): Computer Science or Electrical Engineering background. Experience in programming and/or electrical design and/or networking management. Programming preferably related with process control automation (PLC and HMI) and/or database management.

MAYOR'S INTERNSHIP DEPARTMENTAL OPPORTUNITIES – FALL 2024

Emergency Management (2 positions): Interns selected for this role will have an opportunity to take the theory out of the classroom and gain real-world practical experience at Miami-County Water and Sewer Department (WASD). Here, interns will have the opportunity to provide support for our emergency management and public health projects. The position may include research, drafting/updating plans, assisting in training and exercise development, and other projects as assigned. This is an excellent opportunity for a student interested in emergency management or public health.

Business Administration (1 position): The Miami-Dade Water and Sewer Department Operations Division is responsible for maintaining more than 8,500 miles of underground water lines, as well as approximately 4,100 miles of sewer lines, serving some 2.4 million residents and thousands of visitors. Our drinking water is regularly tested to ensure its quality and surpasses federal, state, and local standards. The internship program is designed for students with an interest in business and will provide students with experience in preparing reports, newsletters, assisting the Deputy Director of Operations with special projects, etc. This program offers an unparalleled opportunity to gain mentorship and make a meaningful impact in a dynamic and innovative environment.

Law/Pre-Law (1 position): The Construction Contracts Division is seeking a law/ pre-law student to help with reviewing contract documents. This opportunity will give students practical experience in government/ public law, while exploring the niche area of procurement.

Procurement (1 position): The Construction Contracts Division is seeking a student with a background in procurement/ a related field to help with analyzing project bidding processes. This opportunity will give students practical experience in government purchasing, process management and electronic systems.

Data Analytics (1 position): The Retail Customer Service Division is currently involved in multiple projects related to upgrading various business management systems. Data analysis is required to help us configure, design, and review these changes as they are tested and implemented.

Application period: July 1st – July 31st, 2024

To apply for any of the posted opportunities, please the “APPLY HERE” link below.

[APPLY HERE](#)