



## **EMPLOYMENT OPPORTUNITY**

### **“RISING STARS IN TRANSIT” – INTERNSHIP FOR UNIVERSITY STUDENTS**

#### **COMMUNITY AND GOVERNMENT RELATION DEPARTMENTS**

**Up to \$18.00/Hour**

The Riverside County Transportation Commission (RCTC), established through Assembly Bill 1246, provides local control and input over transportation matters in Riverside County. The RCTC is a small office with a staffing component of 40 full time positions that supports a governing board of 31 elected officials and 1 governor’s appointee throughout Riverside County.

#### **Description:**

Under supervision, the intern position would provide a number of support duties for the Community Relations and Government Relations departments. The position would involve assistance with public meetings and special events related to transportation projects. The position would also involve policy research, writing, creation and maintaining of lists and matrices of important information related to projects, legislation, and other issues. The position may also include updating the Commission’s website; performs other related work as necessary.

#### **Examples of Essential Functions:**

- Research and write on policy issues impacting the Commission;
- Support public meetings for transportation projects; and
- Completes other special projects as needed.

#### **Education Requirements:**

- Enrolled in accredited four-year college or university:
  - Graduate student; or
  - Senior or Junior in a four year bachelor’s degree program;
  - GPA of 2.5 or greater; and
  - Major in Political Science, Business Administration, Public Administration, Marketing, Economics, Transportation, or applicable field of study.

**Experience Requirements:**

- Demonstrated interest in transportation and/or related issues;
- Good writing and communication skills; and
- Applicable experience with relevant application, web design, and general knowledge or related technologies (Word, Excel, Access, HTML, PHP, ASP, XML, etc).

**To Apply:**

Candidates meeting the requirements and interested in applying for the position must complete an application. Applications are available through the RCTC web site [www.rctc.org](http://www.rctc.org) or by calling RCTC offices at (951) 787-7141. Completed applications must be submitted with a resume. This position is open until filled.

**AN EQUAL OPPORTUNITY EMPLOYER**

08/10

**Riverside County Transportation Commission (RCTC)**  
4080 Lemon Street, 3<sup>rd</sup> Floor  
PO Box 12008  
Riverside, CA 92502-2208  
(951)787-7141

**“RISING STARS IN TRANSIT” – INTERNSHIP FOR UNIVERSITY STUDENTS**

<u>Department/Division:</u>	Community Relations & Government Relations
<u>Reports To:</u>	Community Relations Manager & Government Relations Manager
<u>Supervises:</u>	N/A
<u>Date Prepared:</u>	July 26, 2010

**Job Summary:**

The intern position would provide a number of support duties for the Community Relations and Government Relations departments. The position would involve assistance with public meetings and special events related to transportation projects. The position would also involve policy research, writing, creation and maintaining of lists and matrices of important information related to projects, legislation, and other issues. The position may also include updating the Commission’s website.

**Examples of Essential Functions:**

- Research and write on policy issues impacting the Commission;
- Support public meetings for transportation projects;
- Completes other special projects as needed.

**Qualifications/Requirements**

**Education:**

- Enrolled in accredited four year college or university;
  - Graduate student; or
  - Senior or Junior in a four year bachelor’s degree program;
  - GPA of 2.5 or greater; and
  - Major in Communications, Political Science, Business Administration, Public Administration, Marketing, Economics, Transportation, or applicable field of study.

**Experience:**

- Demonstrated interest in transportation and/or related issues;
- Good writing and communication skills; and
- Applicable experience with relevant application, web design and general knowledge or related technologies (Word, Excel, Access, HTML, PHP, .ASP, XML).

