Metro College Intern Program - Office of Quality Assurance, Internal Compliance and Oversight (QICO) Summer 2021
Washington Metropolitan Area Transit Authority (WMATA)
Alexandria - VA (United States)
Internship

Job ID: 210195
Location: VA - Alexandria Yard
Full/Part Time: Full-Time
Regular/Temporary: Intern

Job Description

Marketing Statement:
WMATA's Office of Quality Assurance, Internal Compliance and Oversight is in search of individuals who bring energy, ambition and creativity and are capable of injecting this into their work as well as the team they will work with. Such individuals should be pursuing interests in the Business and/or Management, Transportation, Urban Planning and Development, Science and Engineering (mechanical, civil, electrical, industrial or chemical) as well as have interests in data, information and statistics. The optimal candidate will possess most of these characteristics and will be a self starter, quick learner and problem solver capable of managing several tasks in a very demanding and dynamic office environment.

Please note, this position may require the intern to work virtually and/or physically onsite at a WMATA approved office or potentially in the field.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

Graduation from high school or the possession of a high school equivalency certificate. Applicant must be attending an accredited college or university pursuing a degree in a discipline deemed appropriate for the position intern is seeking.

For students hired as Summer College Interns, the following distinctions are made from the above provisions of the Student Intern description.

1. The intern’s major or area of concentration must be aligned with the academic and functional requirements of the position for which the student has applied.
2. The intern should at minimum be a rising college freshman.
3. The intern must possess a minimum cumulative 2.8 GPA.
4. In cases where the internship is a progressive internship offering the consecutive summer opportunities through graduation, the intern must receive a favorable performance evaluation for the prior summer in order to be considered for each subsequent summer.

Medical Group:
Satisfactorily complete the medical examination for this position, if required. The incumbent must be able to perform the essential functions of this position either with or without reasonable accommodations.

SUMMARY:
This is an introductory, preparatory and training opportunity for college and graduate students designed to provide hands-on and practical transit industry work experience. Areas include but are not limited to: Bus and/or Rail Operations, Safety/Emergency Management, Engineering, Police, Information Technology, City/Urban Planning and General business functions. The assignments are on a temporary basis not to exceed thirteen (13) weeks of summer employment. Student interns may rotate to various departments based on their major in college/university and/or the respective departmental assignment. The student intern is supervised by an appropriate Executive or designee.

MAJOR DUTIES:
Duties will vary dependent on the assigned department. General duties may include activities in which the student intern:

- Compiles, reviews and analyzes data. Operates a personal computer to verify, input and correct data required for producing reports.
- Researches data for and assists in the preparation of management, operations, technical and administrative reports. Utilizes management memoranda, fiscal and operations reports and data to complete assignments.
- Produces tangible work product specific to the assigned department to include presentations, reports, correspondence, graphic representation of data and/or project plans.
- Reviews reports to identify problems based upon standard criteria and guidance from supervisors; recommends solutions as instructed.
- Participates in training sessions related to various functions performed by department to which assigned; attends appropriate Authority, departmental and office meetings, etc., in order to gain exposure to transit functions.
- Participates in and/or leads departmental meetings, working sessions, etc.

**Evaluation Criteria**

Consideration will be given to applicants whose resumes demonstrate the required education and experience. Applicants should include all relevant education and work experience.

Evaluation criteria may include one or more of the following:

- Skills and/or behavioral assessment
- Personal interview
- Verification of education and experience (including certifications and licenses)
- Criminal Background Check (a criminal conviction is not an automatic bar to employment)
- Medical examination including a drug and alcohol screening (for safety sensitive positions)
- Review of a current motor vehicle report

**Closing**

WMATA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, status as a protected veteran, or any other status protected by applicable federal law.

This posting is an announcement of a vacant position under recruitment. It is not intended to replace the official job description. Job descriptions are available upon confirmation of an interview.

To Apply: Visit https://www.wmata.com/about/careers/College-Intern-Program.cfm