

# **JOB OPENING ANNOUNCEMENT**

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Employment Hotline (650) 508-6308

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January 22, 2019

**TITLE:** Grants and Fund Programming Intern  
**EMPLOYMENT TYPE:** Temporary (Non-Exempt)  
**DIVISION:** Planning, Grants, Transportation Authority  
**APPLICATION DEADLINE:** Friday, March 1, 2019  
**PAY RANGE:** \$18.00/hourly  
**WORK LOCATION:** 1250 San Carlos Avenue, San Carlos, California  
**WORK SCHEDULE:** Starting June, 17, 2019 – 320 Hours Maximum,

## **INTERNSHIP PROGRAM MISSION:**

The Internship Program gives students the opportunity to apply the skills that they have learned in the classroom. In addition, the program gives students the opportunity to consider a career in the transit industry. The interns will gain invaluable experience by partnering and learning from our team of professionals.

**JOB SUMMARY:** The Grants Intern will report to the Manager, Grants and Fund Programming. The Intern will assist the Grants Department staff with the administration of Federal, State and local grants that fund a variety of SamTrans and Peninsula Corridor Joint Powers Board (Caltrain) operating and capital improvement projects.

## **EXAMPLES OF ESSENTIAL FUNCTIONS AND DUTIES:**

- Preparation of grant applications.
- Research and assist in the analysis of financial data.
- Preparation of reports on the status of various capital projects.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follows safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

**SUPERVISION:** The Grants Intern will work under the direction of the Manager, Grants and Fund Programming, who will establish goals and objectives, and evaluate performance.

## **MINIMUM QUALIFICATIONS:**

- Must be currently enrolled as a Junior or Senior undergraduate, or a graduate student in Business Administration, Finance or closely related field.
- Must be organized and able to work independently once sufficient direction has been given.

## **OTHER REQUIREMENTS**

- The ideal candidate will be proficient in the use of Microsoft Word.
- Will be familiar with basic research methods.
- Should have the ability to interpret data using appropriate analytical techniques.
- Have excellent written and oral communication skills.
- The candidate should also have a strong interest in public transportation projects.

## **SELECTION PROCESS MAY INCLUDE:**

- Applications will be screened for minimum qualifications. Finalists will be interviewed by a selection panel. Selected candidate will be subject to background investigation.

## **EMPLOYMENT BENEFITS AT SAMTRANS:**

- Free transportation on SamTrans buses. Incentives are offered for riding other forms of public transit, and for carpooling to and from work.

## **HOW TO APPLY:**

*Although we encourage applicants to apply online, we are still accepting paper applications.*

- Apply online or complete a SamTrans Employment Application per instructions printed on the application.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html). When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete or improperly completed online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Your completed application package must be received by the District's Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline date.

**The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please call (650)508-6288. SamTrans is an Affirmative Action/Equal Opportunity Employer Minorities/Women/Persons with Disabilities/Veterans**