

JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

April 8, 2019

TITLE: Real Estate and Property Development Intern
EMPLOYMENT TYPE: Temporary (Non-Exempt)
DIVISION: Planning, Grants, Transportation Authority
APPLICATION DEADLINE: Friday, May 3, 2019
PAY RANGE: \$18.00/hourly
WORK LOCATION: 1250 San Carlos Avenue, San Carlos, California
WORK SCHEDULE: Starting June 17, 2019 – 320 Hours

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 Real Estate Intern will report to the Manager, Real Estate and Property Development. The Intern will assist Real Estate Department staff with property management, transit oriented development and capital project property acquisition activities in support of SamTrans, Peninsula Corridor Joint Powers Board (Caltrain) and the San Mateo County Transportation Authority.

EXAMPLES OF ESSENTIAL FUNCTIONS AND DUTIES:

- Work with agency staff to negotiate property lease terms and assist in development of leases, licenses and other real estate documents.
- Participate with agency staff in planning sessions, negotiations, and meetings to forward property acquisition in support of agency capital projects, which may include Caltrain Electrification, the Highway 101 Managed Lanes Project, and the separation of various grade crossings along the Caltrain corridor.
- Assist staff in the development of a property management lease tracking system, which may include creating tracking reports and analyzing different property management systems.
- 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 follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: The Real Estate Intern will work under the direction of the Manager, Real Estate and Property Development, 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, Planning 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 GIS software, Microsoft Word and Excel.
- Will be familiar with basic research methods.
- Will have the ability to interpret data using appropriate analytical techniques.
- Will have excellent written and oral communication skills.
- Will have a strong interest in public transportation projects.

SELECTION PROCESS MAY INCLUDE:

Applications will be screened for completeness and minimum qualifications. Finalists will be interviewed by a selection panel. Successful candidates must be approved by college or university.

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. 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