



Skills of the Students We Recruit

- Basic computer skills
- Basic knowledge of Word and Excel
- Basic math proficiency
- Communication and customer service aptitude
- Eagerness to learn something new and challenging
- Willingness to work in either an office or in the field
- Ability to navigate public transportation
- Ability to perform basic office tasks such as typing, filing, and data entry, plus conduct research and compile information from files or the internet

Student Requirements

- Live and go to school in the county the student is applying for;
- Have completed the 10th grade; and
- Be at least 16 years of age by date of hire

How to Request an Intern

1. Download required forms from MTC website at:
www.mtc.ca.gov/jobs/high_school/
2. Email completed forms, in MS Word format, to: InternCoordinator@mtc.ca.gov

For More Information

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WEBSITE:

www.mtc.ca.gov/jobs/high_school/



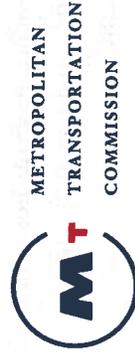
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YOUR PROJECT ...



... OUR INTERN



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The Metropolitan Transportation Commission's **SUMMER HIGH SCHOOL INTERNSHIP PROGRAM** exposes students to career opportunities in the field of transportation by placing them in local public works departments, public transit agencies and the like.



How the Internship Works

Approximately 35 internships are available for high school students in the nine-county San Francisco Bay Area: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma counties.

MTC recruits high school students based upon job descriptions provided by the participating agencies. In the spring of each year the selected work site locations are posted on MTC's Web site at: www.mtc.ca.gov/jobs/high_school/.

Students are paid a competitive hourly wage at no direct cost to the agency. Students generally work Monday through Friday (with some exceptions), up to 40 hours per week. They may work full- or part-time for up to 10 weeks between the months of June and August. Some students receive academic credit for their internships.

Why Sponsor an Intern?

- Student interns can provide MTC's transportation partners (such as planners at transit agencies or traffic engineers at city and county public works departments) with assistance in completing a special project or filling in where extra help is needed.
- Mentoring an intern in a "learn by doing" environment gives you the opportunity to support and guide the beginning development of a student's professional career.
- An internship teaches students how public agencies work and what part they play within their communities.
- Agencies can take an active role in inspiring students to further their education in the field of transportation.

Examples of What Our Interns Have Done

- Assisted in the survey of city sidewalks to identify obstructions for Americans with Disabilities Act compliance.
- Assisted with ridership counts on public transit.
- Learned to use Geographic Information System (GIS) and Computer Aided Drafting (AutoCAD) software to update street hardware inventory data.
- Updated databases with bicycle signage and parking locations data.
- Written articles for newsletters and web sites.

During the internship program, MTC hosts educational excursions that highlight interesting transportation-related topics. Past excursions have included behind-the-scenes tours of the Bay Bridge and the hydrogen fueling station for buses.

Before the internship comes to a close, the students prepare a presentation summarizing what their internship has taught them, which they deliver at the mid-summer Intern Forum.

