



## College Internship

**Position:** Intern – Human Resources, Part-time

**Location:** Human Resources Department

**Number of hours:** 10-19 Hours per week

**Pay Rate:** \$10.00 hour

**The position:** This position is with a public agency, where they will assist and support a wide variety of short-term projects such as data analysis, employee training coordination, various Human Resources research activities, tracking of employee data and information, interacting with the general public, answering phones, and some clerical duties.

**Qualifications:** Applicant must be currently enrolled in an accredited program as a student. Open to both graduate and undergraduate students with a degree in Human Resources, Public Administration, Business Administration, other closely related field.

**To apply:** Applicants may apply in person, via fax, or online:

Jurupa Community Services District

11201 Harrel Street

Mira Loma, CA 91752

Phone: (951) 685-7434 ext. 161

Fax: (951) 727-3504

[www.jcsd.us](http://www.jcsd.us)

Note: When applying, be sure to indicate the degree, area of study, or concentration.