The Transportation Career Academy Program (TCAP) Summer Internship Program is looking for high school students who reside in the Los Angeles County area and who live closest to one of Metro’s rail stations an opportunity to intern and learn about careers in transportation. In addition, students will be able to apply classroom theories and concepts to “real-world” work situations at the nation’s 2nd largest public transportation agency.

Job Duties

- Develop and maintain filing systems, records, and logs including computerized database files
- Assist departments with administrative duties, and scan, email, fax and shred documents
- Provide administrative and clerical support as needed or required
- Promote a safe work environment while complying with Metro’s safety rules, policies, and procedures

Desired Skills Required

- Read, write, understand and speak English
- Maintain positive work relationships with mentors/ managers/ supervisors, co-workers and other interns
- Familiar with Microsoft Office 2010

Eligibility

- All applicants must be between the ages of 16 - 19 years of age
- All applicants must be High School Juniors (11th Grader) and/or Seniors (12th Grader)
- MUST have a Grade Point Average (GPA) of 2.5 or higher
- Must have the right to work in the United States
- Available to work 7-hours a day, 5 days a week, during the 7 week program
- Must be able to work from Monday, June 19, 2017 - Friday, August 4, 2017 (7 weeks)
- Must be available to work Monday to Friday from 8:30am to 3:30pm.

Pay: $10.50 per hour. After July 1, 2017, pay will increase to $12.00 an hour.

DEADLINES

- To be considered for this internship, students must upload resume and transcripts no later than Tuesday, March 14, 2017.
- To upload your resume and transcripts CLICK HERE.