



# IID

*A century of service.*

www.iid.com

*Since 1911*

## **Imperial Irrigation District Summer Internship Program**

### **Description**

Imperial Irrigation District is looking for interns interested in learning different aspects of the public sector. The interns who fill these positions should expect to learn the field through different areas and perform various tasks, as assigned. It's essential that applicants have excellent communication skills, computer abilities, and demonstrate responsibility & creativity.

### **Responsibilities**

Essential duties and responsibilities include, but are not limited to:

- Assists with reviewing, entering and reporting data
- Assists with developing, formulating, coding and correcting programs
- Assists with filing documents, invoices, purchase orders; assists with bank account reconciling & preparing financial statements
- Assists with editing of database; digitizing coverage of documents
- Learning and assisting with computer software
- Assists field and/or shop personnel with staging materials, procuring materials and equipment
- Other duties as assigned

### **Requirements**

In accordance with the Fair Labor Standards Act of 1938, all student workers must be 18 years of age or older to be employed by the district in this classification.

Must be enrolled at an accredited university or community college with proof of continued education as a full-time student or be a recent graduate (Spring 2022) with a Bachelor's degree.

Prospective freshmen must have a minimum GPA of 3.5; all other currently enrolled sophomores, juniors and seniors must have a minimum GPA of 3.0.

## **Compensation**

Salary range: \$16.92 to \$20.58 (hourly)

## **Application**

Any interested applicants must submit a copy of their resume to the email below.

Verification accepted to establish program eligibility must also be submitted with Resume.

Types of documents that may be furnished for verification are:

1. Transcripts with current semester grades,
2. Report card for current semester,
3. Official letter from college/university registrar's office validating acceptance/enrollment
4. For applicants who possess a valid California driver's license, an official current driving record (obtained within the last six months) from your local State Department of Motor Vehicles (DMV) or from official DMV website must also be attached to the email (no third-party records accepted).

## **Deadline**

Complete profile and call or e-mail Recruitment & Selection Services no later than 5:00 p.m. on Friday, April 8, 2022.

## **Contact Information**

HR Representative: Melissa Oorts

Telephone: 760-482-9656

E-mail: [moorts@IID.com](mailto:moorts@IID.com)