



OFFICE OF PLANNING AND ENVIRONMENTAL REVIEW

PAID STUDENT INTERNSHIP

UNDERGRADUATE AND GRADUATE STUDENTS

Sacramento County Office of Planning and Environmental Review is seeking a student intern who will be able to work part-time during the school year and continue full-time through the summer in the Long Range & Master Plans Section with assistance provided to the other sections including Environmental Review.

- **Eligibility.** Applicants **must be full-time students** in an accredited academic program at the time of hiring or between semesters/quarters. Graduating seniors must be hired prior to the end of the academic-term, and will be eligible to work full-time for one year following graduation.
- **Desired Qualifications.** The most competitive candidates are those students majoring in fields related to land use and community planning. Candidates should have good writing, research and analytic skills, and experience with computer software (e.g. Microsoft Office and GIS).
- **Hours and Compensation.** Interns are expected to work 16-24 hours per week during the school year and 32-40 hours per week during the summer. Occasional attendance at evening meetings in the community may be required. Hourly compensation ranges from \$13.26 - \$15.30 for undergraduate students and \$18.38 for graduate students.
- **Projects/Tasks.** Interns should expect to participate in all aspects of work performed by Planning and Environmental Review. Specific duties will vary and may include filing, copying, background research, policy research and analysis, staff report writing, preparation of presentations, outreach to other departments, and assistance in public outreach meetings. Interns are trained and supervised by professional staff.
- **Application.** To apply, please submit:
 - 1) Cover Letter
 - 2) Resume
 - 3) A Brief Writing Sample (e.g. portion of a term paper)

Email the items to Desirae Fox by **Monday, October 8, 2018**. Interviews will be scheduled with the most qualified candidates following the application due date.

For more information contact Desirae Fox, Assistant Planner, at (916) 875-3035 or foxde@sacounty.net.