



Intern I Project Assistant - Great Park Development

Part-time: Up to 19 hours per week

\$20.00 - \$24.39 per hour

Do you desire to make a meaningful impact in a vibrant and diverse community?
Help our collaborative team serve the City of Irvine.

If you are interested in assisting the public and supporting the City's Great Park Development Division complete successful, timely, budget-compliant construction projects while upholding quality and safety standards, the Intern I Project Assistant - Great Park Development position offers a valuable opportunity to gain experience and insight into municipal government operations. This is a limited, one-year, part-time, up to 19-hours per week position. Hours are generally flexible and the position may be extended at the discretion of the division.

Your Impact :

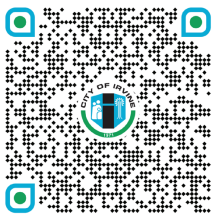
- Assist in conducting field work, including measuring and documenting on-site conditions.
- Coordinate with utility agencies, design, construction, and project management consultants, other city departments, and the public ensure smooth project operations.
- Update and perform data entry into project management software.
- Provide assistance in reviewing invoices and ensuring accuracy in financial documentation.
- Fulfill miscellaneous duties as required to contribute to the success of ongoing projects.

Best Fit:

- Ability to work in a fast-paced environment with excellent time management skills.
- Demonstrate a positive attitude and strong customer service and problem solving skills.
- Strong ability to work with the public and communicate effectively.
- Ability to work independently and in a team environment.

Minimum Qualifications:

- Currently enrolled in college or a certification program pursuing a degree in civil engineering, construction or project management, architecture, or accreditation in a related field.
- Strong Microsoft Office Suite proficiency required.
- Possess, or ability to obtain, a valid California driver's license.



Candidates will be evaluated on current area of study, experience, interest in city government, and availability.

For more information and to apply, scan
the QR code or visit cityofirvine.org/jobs

