DEVELOPMENT INTERN

Posting ID: IN1932648D

Company Website: https://careers.sgcity.org/position/2680

Company: The City of St. George

Work Location: St. George, UT

Position Type: Full-Time

Salary: $12.00/hour

College Major(s): Civil Engineering (CEE)

College Level(s): Undergraduate-Freshman, Undergraduate-Sophomore, Undergraduate-Junior, Undergraduate-Senior

OVERVIEW

The City of St. George is looking for a development intern.

Roles and Responsibilities
1. Tracks projects from start to finish.
2. Performs researches for special assignments.
3. Performs general engineering or planning tasks.
4. Responds to citizen inquiries regarding processes.
5. Assist with transition to digital systems.
7. Assists with preparing packets, letters, labels, etc.
8. Performs other related duties as required.

Education and Qualifications

Education: Must be currently enrolled in pre-engineering, civil or environmental engineering, urban planning, public administration, landscape architecture, or similar post-high school program.
• Clerical and general office practices.
• Correct English usage, spelling, grammar, vocabulary, and arithmetic.
• Current applicable computers and various software applications including, but not limited to, Microsoft, Office Products.
• Understands general zoning, land use regulations, subdivision platting process, business licensing, and other planning and zoning permit review procedures.
• Strong interpersonal skills.
• Follow written and verbal instructions.
• Operate office machines.
• Learn specific industry terms and understand their applications and usage.
• Remain flexible, and work well under pressure in an environment with changing priorities.
• Establish and maintain effective working relations with elected officials, department heads, co-workers, the public, and officials and employees of other jurisdictions.

How to Apply
Submit a completed application, in addition to a cover letter, school schedule and transcripts showing proof of academic standing, degree major, and current enrollment at time of application. Applications are reviewed on an ongoing basis. Position closes on 5/13/2019 at 5:00 p.m. Refer questions to Human Resources at 435-627-4670. Pre-employment drug screening and criminal background screen are required. EOE. We make reasonable efforts to provide reasonable accommodation to disabled candidates.