BUREAU OF RECLAMATION INTERNSHIP

Posting ID:
Company: Bureau of Reclamation
Job Title: Proj/Portfolio & Prog. Support
Position Type: Intern
College Major(s): CEE, CEM

Website: WWW.USAJOBS.GOV
Work Location: Boulder City, NV
Salary: $28,936 - $37,617.00 (GS-04)
College Level(s): Any

OVERVIEW

Provide administrative and project management support for projects delivering water to the West. Reclamation is a contemporary water management agency, best known for Hoover Dam on the Colorado River, Grand Coulee Dam on the Columbia River and Folsom Dam on the American River. Today we are the largest wholesaler of water in the country and the second largest producer of hydroelectric power in the western United States. The Lower Colorado Region includes offices in Arizona, southern California and Nevada. The following is a brief description of an upcoming vacancy:

Roles and Responsibilities

Helps prepare project reports, which entails learning about project and portfolio management practices.
Supports arranging project coordination meetings, prepares and/or supply materials to attendees.
• Provides support in arranging travel paperwork which entails learning about government travel and financial systems.
• Maintains established office files and records. Updates manuals on policies, directives, and memorandums.
* Records and files information on specific cases, current projects, and/or studies. Obtains data requested by other employees in the organization.
• Monitors and assists in MasterCard allocations and travel documentation. Assembles documents into final packages. Searches for and compiles data.
• Provides typing, support of letters, memorandums, and tabulated data. Prepares material into final form and is responsible for the proper format, spelling, punctuation, arrangement, and number of attachments.
• Works with a variety of office software to include Microsoft Word, Excel, PowerPoint, Visio, Google Docs, and Adobe Professional to complete office assignments.
Qualifications and Education Requirements
None provided. See website.

Where To Apply:
VIEW ALL CURRENT VACANCIES AND APPLY AT: WWW.USAJOBS.GOV

For questions, contact Bureau of Reclamation Lower Colorado Region Human Resources Office
Attn: Anh Rhodes 702-293-8135 arhodes@usbr.gov Web: www.usbr.gov/lc
UPCOMING VACANCY
Project/Portfolio Management & Program Support

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Student Trainee (Project/Portfolio Management & Program Support), GS-0399 - 04/05
Starting Salary: GS-04: $28,936.00 - $37,617.00
GS-05: $32,374.00 - $42,086.00
Pathways Intern Indefinite
Boulder City, Nevada

Sample Duties

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Turn page over for application info ➔
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Please contact us for more information:
Bureau of Reclamation Lower Colorado Region
Human Resources Office
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This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us at the phone number shown at the bottom of this page. The decision on granting reasonable accommodation will be on a case-by-case basis.

The Federal Government is an Equal Opportunity Employer:
Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, policies or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency contact of their need.