Paid Internship Opportunity

Employee Engagement Internship in HR, LVVWD

**Posting ID:** PD-062019-c

**Employer Name:** Las Vegas Valley Water District

**Employer Website** www.lvvwd.com

**Internship Job Title:** Employee Engagement Intern, Human Resources

**Internship Location:** Valley View Campus

**Salary:** Based on education level

**Required Hours:** 10-25 hours a week

**Seeking Majors in:** Business Administration, Communications, Management, or other closely related majors

**Class Standing:** Sophomore, Junior or Senior

**OVERVIEW**

Reliable, quality water. Service. Sustainability. That’s what the Las Vegas Valley Water District (LVVWD) has delivered to the desert community for more than 60 years. A not-for-profit water utility, LVVWD began providing water in 1954 to a service area of around 45,000 residents. In the more than 60 years since, change has been the only constant. In 2002, the district’s service population surpassed 1 million people. The Water District has kept pace, building and responsibly maintaining the city’s water delivery system and serving customers through periods of extraordinary growth and community development—using sustainable technologies such as solar power and alternative-fueled fleets to increase efficiencies and manage costs of water delivery in the desert. In 2017, the Water District was awarded first place in the Government Green Fleet Award rankings for its efforts to build a fleet of alternative-fueled vehicles and other environmental best practices.

**INTERNSHIP ROLES AND RESPONSIBILITIES**

The Human Resource Department has an Employee Engagement Internship position available for the Summer and Fall 2019 semesters. Teams work together in partnership to accomplish the goals of the organization. An Intern Position in HR will be brought into the team as a valued member of the team with a strong focus on learning and applying knowledge gained during their education to real world scenarios. The specific roles and responsibilities will vary depending on experience; the responsibilities may include completing mailings, light filing, spreadsheet creation, event planning support, and vendor research.

**REQUIRED SKILLS AND EDUCATION**

Knowledge of Human Resources related techniques and concepts are preferred.
**HOW TO APPLY**

Please follow the link provided to fill out the application for the Intern position:

https://lvvwd.wd1.myworkdayjobs.com/LVVWDWaterJobs

In order to be considered a complete application you must:

1. Attach a copy of your unofficial transcripts and course schedule
2. Upload your resume and the cover letter required under the Supplemental Questions to your application
3. Answer the supplemental questions

**MAIN CONTACT**

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