



## **SPECIAL TRANSPORTATION SERVICES ANALYST INTERN TEMPORARY PART TIME**

**OPEN TO STUDENTS ONLY – PAY RATE: UP TO \$20.00 PER HOUR**

**OPEN UNTIL FILLED**

**THE JOB** - Omnitrans, provider of public mass transit for the entire San Bernardino Valley, is recruiting for a temporary part-time STS Services Analyst Intern to assist the Special Transportation Services Department in a wide variety of functions associated with our ADA services. This is an invaluable opportunity for students who are pursuing a career in Public Transportation, Human Services, or Senior Services to gain paid work experience. The STS Intern will directly assist the Purchased Transportation Administrator with data collection, data entry, data and trend analysis, contractor audits, report preparation, and similar responsibilities. The duties may include, but not limited to, the following:

- Review contractor/partner reports for accuracy;
- Compare the current reports to past for trend analysis development;
- Assist the Purchased Transportation Administrator or designee during on-site contractor/partner audits;
- Assist the Purchased Transportation Administrator or designee with program development initiatives that includes data entry, research, etc.;
- Entry of contractor/partner data into agency performance databases; and
- Other STS support as needed.

**THE REQUIREMENTS** - The successful Intern will be currently enrolled in a graduate or undergraduate degree program with an interest and aptitude to work in Public Transportation, Human Services, or Senior Services. Experience using MS Word, Excel, PowerPoint, and Outlook is highly preferred. The ideal Intern will have excellent problem solving capabilities, analytical, reading, writing, and comprehension and editing skills. The selected Intern will possess the ability to prioritize tasks and handle numerous assignments; effectively learn and acquire new knowledge and skills; share knowledge and work in a strong team oriented environment; meet deadlines, handle multiple tasks with interruptions; effectively adapt to changing priorities; and be personable, able to comfortably and pleasantly deal with a variety of people.

**THE SELECTION PROCESS** - Applications will be screened for relevant qualifying information that consists of an evaluation of education as described on the fully completed application. The selection process will include an oral interview, as well as completion of both pre-employment physical exam, including a drug test and a criminal background investigation. **As part of the application process, applicants must submit a fully completed application, resume, and verification of school enrollment.** For further information about this exciting internship opportunity, please visit our website at: <http://www.omnitrans.org/about/jobs.asp>. Applications can be obtained at Omnitrans, 1700 W. 5<sup>th</sup> St., San Bernardino, CA 92411 or call 909/379-7260.

**EEO/AA including Protected Veterans and Individuals with Disabilities**