



WEB DESIGN/DEVELOPMENT SUMMER (VIRTUAL) INTERNSHIP



East Bay Municipal Utility District (EBMUD)
Information Systems Department (ISD)
Project Management Office

Up to two (2) position: ONLINE/VIRTUAL INTERNSHIP
~8 weeks, ~30hrs/wk., ~mid-July to mid-Sep.

Stipends will be paid to interns through Peralta Colleges Foundation (PCF) equivalent to \$17/hr. (paid monthly)
Shift: TBD (primarily within normal business hours, M-F)

APPLICATIONS:

Complete online application by **Wed., June 30, 2021**

<https://www.surveymonkey.com/r/webdesign-developmentapplication>

Interviews will be held **July 1-2** via online video conferencing.

Contact: EBMUD Diversity & Inclusion Office, 510-287-0710, dioffice@ebmud.com

Internship Description: The **Web Design/Development Virtual Interns** at EBMUD will be assigned to the **ISD Project Management Office**. These interns will work virtually (off-site) with regular, remote supervision and support provided by an ISD staff mentor/supervisor. The interns will gain valuable knowledge, insights, and work experience relevant to **Information Technology (IT)** careers at EBMUD. Intern projects and assignments will primarily be focused on the EBMUD Intranet (e.g., assisting with content development, content design, user experience, and user interface). The interns will gain experience with web content development and web page publishing, participate in virtual meetings related to Intranet planning and strategy, and will generally assist with the advancement of EBMUD Intranet goals. These interns will be encouraged to pursue further post-secondary education, job training, and skill-development with an eye towards future career opportunities at EBMUD.

Internship Requirements

- High school graduate or equivalent; preferably currently enrolled in a formal post-secondary information technology program at within a Peralta Community College District (or other) education institution.
- Strong interest in pursuing an IT career at EBMUD and/or a similar public sector IT occupation.
- Able and willing to perform assignments and tasks remotely, in a professional and efficient manner.
- Able to problem-solve and operate under infrequent supervision and resolve issues as needed.
- Able to communicate effectively and respectfully with internal customers.
- Attention to detail and ability to maintain accurate written records and submit written reports.
- Regular and consistent access to computer equipment and internet services required to complete assignments and tasks on a daily basis throughout the internship period.