



The San Diego Association of Governments invites applications for the position of:

## **contracts management intern**

If you are a student or recent graduate, a paid internship at SANDAG is a great way to launch your career! The agency is always working on interesting and challenging projects and our managers are dedicated to sharing these experiences and mentoring the next generation of professionals in the industry.

The experience is substantive. If selected for an internship, you would be fully integrated into your team and given project responsibilities that are both learning opportunities and a chance for you to contribute to the overall success of the agency. You will enhance your technical knowledge in your chosen field and refine your abilities to collaborate, contribute to high-performing teams, and communicate – skills that are the essence of a successful professional!

**Apply immediately; this position is open until filled**  
**The first review of applications will begin September 4, 2019**  
**Expected start date: October 2019**



## Overview of the Contracts & Procurement Division

In FY 2019, SANDAG procured approximately \$285 million of construction, engineering, technical, and professional services contracts. The Contracts and Procurement team provides the framework, guidance, and expertise to ensure public dollars are spent prudently and contracts are awarded in an open, fair, and competitive manner. The intern selected for this position will have an opportunity to support the administration of contracts for the Mid-Coast Trolley extension project and Architect and Engineering projects, while gaining exposure to many other aspects of contracts and procurement.



## Intern Responsibilities

With the guidance and mentoring of senior staff, this position will provide a “hands-on” learning experience in contracts monitoring and administration. Examples of intern responsibilities include:

- Assist with the agency’s contracting and procurement activities, including the preliminary review of contract documents.
- Assist with preparing and reviewing various documents, records, and reports.
- Perform administrative support tasks such as filing, scanning, and monitoring approvals and the status of various documents.
- Assist with updating contractor information and contract library files.
- Assist with preparing progress reports, other special reports, and general correspondence.
- Provide support to the Contracts and Procurement team for special projects.

## Qualifications

SANDAG staff are known for their commitment to excellence and passion for the work they do. We look for the same qualities in interns. To be most successful in this position, our ideal candidate would have the following education, experience, and attributes:

- Graduate or undergraduate level coursework in business, finance, public administration, engineering, planning, or a related field.
- Excellent organizational skills, attention to detail, and ability to multitask and work on several projects simultaneously.
- Advanced computer skills with Microsoft Word, Excel, and Access.
- Ability to perform a range of administrative support services and maintain accurate records.
- Ability to communicate with various audiences using exceptional interpersonal, written, and oral communication skills.
- Willingness to perform a variety of tasks typical of an entry-level analyst position.
- Ability to complete assignments that involve researching, analyzing, and synthesizing information into written summaries, reports, or recommendations.

## Hours, Pay, and Perks

Undergraduate-level interns will be paid \$15 per hour; interns with a bachelor’s degree or higher will be paid \$18 per hour. Interns also receive pro-rated holiday pay, paid sick leave, and a regional transit pass. This internship is offered as a one-year position, working approximately 20 to 25 hours per week. The work is primarily performed during normal business hours; a specific schedule will be worked out between the intern and manager.

## How to Apply

We encourage all interested candidates to apply for this internship by sending us a completed Employment Application form along with a recent 2-to-3 page writing sample and cover letter describing how this internship would contribute to your career goals.

The application form can be downloaded from the Careers section of the SANDAG website. Once completed, your application and writing sample can be e-mailed to [hr@sandag.org](mailto:hr@sandag.org) or sent to SANDAG, Attn: Human Resources, 401 B Street, Suite 800, San Diego, CA 92101.

Apply immediately. We are accepting applications on an ongoing basis until the position is filled; the first review of applications will begin on Wednesday, September 4, 2019. The internship is expected to start in October 2019.

Any questions regarding this internship or application procedures can be referred to Tala Piñones, Human Resources Analyst, at [tala.pinones@sandag.org](mailto:tala.pinones@sandag.org) or (619) 699-7385.

Applicants requiring an accommodation due to a disability should state their needs in writing when submitting an application.

## About SANDAG

SANDAG is one of the most recognized regional agencies in the nation with responsibilities that cover a broad range of complex, interrelated program areas connected by a quality of life theme. We are best known for our efforts related to transportation and this role continues to expand as we push beyond traditional boundaries to deliver a state-of-the-art transportation system for the region. With an employee group about 375 strong, we work for our Board of Directors - mayors, city council members, county supervisors, and other leaders representing the jurisdictions within the San Diego region and neighboring areas. They play the important role of making policy decisions that shape the future of the region. Our collaboration with stakeholders, partners, and the community, the completeness of our reports and studies, and our sound recommendations are essential components of the regional decision-making process.