



Academic Internship Program

County of Los Angeles ♦ Department of Human Resources

Project No. 1248 PROJECT DESCRIPTION FORM

The following unpaid/course-credit internships are available.

Applicants who meet program requirements may be invited for an interview in order to assess their ability to perform the duties of the internship.

If you feel that you are qualified and wish to be considered for the internship, please visit us at:
<http://hr.lacounty.gov/academic->

Department: BOS, SD2

Number of Available Internships: 1

Project Titles:

Closing Date: Open until filled

Development of Policy Memos And Motions For Metro's Policies And Operations

Project Period: immediate to the end of the school term

Internship Hours: 8-16 hours a week; flexible depending upon Interns' schedules.

Project Descriptions:

Infrastructure and Transportation

Policy Memos and Motions Development – Los Angeles County Metropolitan Transportation Authority (Metro)

The Intern will conduct research and draft policy memos and motions related to the Los Angeles County Metropolitan Transportation Authority's (Metro) Board of Directors for key, equity-based policies related to Metro's programs, policies and operations. This will involve research, writing, performing detailed analysis, riding various modes of transit and performing site visits, working with Metro staff, and reviewing other agencies' best practices. The candidate should possess an interest in transportation, community development, and equity-based policy development.

Project Locations: Remote and/or at one or more of SD2's offices, including at the Hall of Administration, Exposition Park, Lennox, or Vermont (Korea-Town) locations. Duties may involve site visits and meetings in the community.

Required Courses or Relevant Experience:

All candidates should possess excellent reading, research, analytical (text and data), and writing skills. The candidate should also be a self-starter with the ability to work independently and responsibly, and be able to balance school commitments with work commitments. Courses in Public Policy, Urban Planning, and Environmental Sciences may be helpful.

“To Enrich Lives Through Effective And Caring Service”



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Required Education Level: (Check all that apply)

<input checked="" type="checkbox"/> Baccalaureate	<input type="checkbox"/> Graduate	<input type="checkbox"/> Doctorate
X	X	