



INTERNSHIP



Organization: Oakland International Airport

Location: Oakland, CA

Job Title: Landside Operations Administration Department

Job Description:

- Work in an office setting learning about municipal government functions by performing a variety administrative tasks

Qualifications/Requirements:

- Basic understanding of evaluation methods
- Excellent organization skills
- Experience creating or updating excel documents
- Paying attention to detail
- Ability to work well with a variety of people,
- Flexibility
- Strong work ethic

Hours: Part-time (flexible)

Wage: Unpaid

Training:

- Will be taught government functions and support tasks

Time Period: Year round (Must apply before February 10th)

Contact: Las Positas Internship Coordinator
Leslie Gravino @ (925) 424-1876