

**City of
Torrance**

Summer Internship Program

Start your professional network with access to seasoned professionals who are interested in your success!

Grow your
network with
us

What are the Benefits?

- Exposure to civic engagement and gain insights on programs/services in the community.
- Develop job skills, gain work experience, and build a professional network.
- Get an insider's perspective and find out what employers are seeking in employees.
- Enhance your technical and analytical skills.
- Attend special events hosted by the City and its affiliates.

You could receive **academic course credit toward your degree!
Don't forget to check your university's policy on receiving
academic credit through an internship!*



What is the Schedule?

Participants in this unpaid internship program will be expected to commit to a six (6) to eight (8) week term of service. The schedule for this program is 10-15 hours per week to be arranged with the sponsoring departments.



The Projects

We anticipate internship opportunities in the following City Departments:

City Manager's Office
City Treasurer's Office
Communications & Information Technology
Library
Transit



How Do I Qualify?

- Must have completed two (2) years at a qualified academic institution in good standing.
- At least a 3.0 GPA.

How to Apply

If you are interested in exploring a career in public service and gaining professional work experience, submit the following via e-mail at Jobs@TorranceCA.Gov by April 30, 2015 at 5:30 p.m.

Cover Letter

Resume

Unofficial Transcript

Contact information for two professional or educational references

For questions regarding the application process, call 310-618-2915.

Prior to beginning service, candidates will have to pass a reference and background check.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.



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