



DEPARTMENTAL INTERNSHIP OPPORTUNITIES - SPRING 2025



Application Period: November 16th – December 7th, 2025

Pay Rate: \$15.00 /hour

Position Classification: Temporary/ Part-Time

Internship Term: January 22nd - May 2nd, 2025 (14 weeks)

[APPLY HERE](#)

Students must:

- Be currently enrolled in an undergraduate or graduate program in an accredited College or University and have completed a minimum of 60 semester credits at the time of application.
- Submit an **official transcript** directly from the educational institution to the County prior to the interview date.
- Submit a **resume**.
- Be available for an interview with the Selection Committee.
- Be available to work 20-30 hours a week.
- Submit to a criminal history pre-employment background check.

*** Upload a **resume** at the time of application. Be prepared to submit an **official transcript** if selected for interview. ***

MAYOR'S INTERNSHIP DEPARTMENTAL OPPORTUNITIES – FALL 2024

Board of County Commissioners

BCC Intern/ International Trade/ Marketing (1 position): The Miami-Dade County International Trade Consortium is seeking a motivated and dynamic intern in the global business and trade education program to assist with ITC's marketing efforts. This role offers a unique opportunity to identify policy, develop a business strategic plan focused on the objectives set by the board of County Commissioners to institutionalize Miami-Dade County's international trade and commerce activities.

Department of Transportation and Public Works

RBCM Division/Accounting (1 position): The College Intern will be under the supervision of the Division Chief and can assist with the daily tracking of operational expenditures associated with roadway, bridge, drainage and canal maintenance activities. The College Intern will assist with the processing of vendor invoices and the preparation of periodic budget and expenditure reports for the division.

Budget & Finance/Accounting (1 position): The interns will be assisting the Budget & Finance Division with departmental accounting activities, reconciliation functions, and/or review of departmental budgets; also, will be responsible for preparing fiscal reports, ensuring proper supporting documentation, and so forth.

Marketing (1 position): The College intern will assist the Division's leadership with presentation and the design and development of graphic materials. The College Intern will assist in conferring with stakeholders to identify planning requirements, developing concepts that reflect the theme of the project, and preparing reports and technical memorandums.

Administration/Bus Operations (1 position): The College Intern will be under the supervision of the Special Projects Administrator 2 and will have the opportunity to assist with the review of bus and rail operations administrative documents including conducting research, attending meetings, processing relevant administrative transactions (training, procurement, financial, etc.). The intern may be assigned to assist the Bus Operations and/or Rail Operations leadership with presentations, and other relevant administrative tasks. This person needs to have transportation as they will be going to different locations.

Emergency Management Department

Emergency Management (1 position): Designed for college students interested in exploring careers in emergency management, this program provides valuable insights into the field. Students will gain exposure to real-world emergency management practices, learn about career opportunities, and build a strong foundation for their future roles in crisis response and disaster preparedness.

Internal Compliance

Information Technology/Business Analyst/Finance (1 position): The interns will serve as a team member working in a supporting role with more experienced Business Analysts. The intern will perform assigned tasks within project, including financial, operational, compliance and other reviews, which will require the timely and accurate gathering, analysis and reporting of information relevant to assigned project objectives in accordance with professional standards and those established by the Department.

MAYOR'S INTERNSHIP DEPARTMENTAL OPPORTUNITIES – FALL 2024

Accounting/Finance (2 positions): The interns will be assisting with organizing and scanning incoming documents, citation verification, and replacement letter mail outs.

Internal Services Department

Accounting/ Finance (2 positions): The interns will be assisting the Budget & Finance Division, HR Section (1 position) and the Insurance Unit (1 position) with departmental accounting activities, reconciliation functions, and/or review of departmental budgets; also, will be responsible for preparing fiscal reports, ensuring proper supporting documentation, and so forth.

Real Estate/Accounts Reconciliation (4 positions): Interns in this role should possess a foundation in Real Estate, along with knowledge in Accounting and/or Business Administration. They will play a key role in supporting the Real Estate and Development Division by bringing fresh perspectives and innovative ideas to enhance our projects and initiatives. Their contributions will be instrumental in driving the Division's goals forward, encouraging diversity of thought and fostering an inclusive approach to our growth strategies.

Seaport

Engineering (Civil, Electrical or Structural) (1 position): An engineering intern will be assisting the Capital Development Engineering Team at PortMiami, and could be involved in a variety of tasks, including assisting with port infrastructure projects, assisting with CAD and/or GIS, reviewing as-builts, reviewing design drawings and specifications, conducting site inspections, collaborating on construction projects, and contributing to the management of various design efforts.

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To apply for any of the posted opportunities, please the "APPLY HERE" link below.

[APPLY HERE](#)