



INTERNSHIP PROGRAM OPPORTUNITIES – SUMMER 2025



Application Period: March 1st – March 31st, 2025

Pay Rate: \$15.00 /hour

Position Classification: Temporary/ Part-Time

Internship Term: May 12th – August 15th, 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.
- Complete a criminal history pre-employment background screening.

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

MIAMI-DADE COUNTY INTERNSHIP PROGRAM OPPORTUNITIES – SUMMER 2025

Department of Corrections and Rehabilitation

Business Administration (3 positions): The incumbent will be working closely with the Bureau Commander and three Human Resources Managers editing draft Departmental Standard Operating Procedures and Post Orders for grammatical congruency. The incumbent will also be working with internal stakeholders in facilities and Bureaus, conducting research into workflows, turnaround timelines, and creating key performance indicators and performance measures. The incumbent should have experience with Microsoft Word and Excel software programs. Public Relations and Business Administration or related fields is desired.

Department of Solid Waste Management

Civil Engineering (1 position): The position involves assisting the Department of Solid Waste Management Engineering group with project management activities related to the design of buildings and infrastructure. The incumbent will also assist the Engineering group in advancing towards their organizational goals.

Department of Transportation and Public Works

Bus Operations – Administration/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.

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.

Construction (1 position): The College Intern will be assisting the Transit Construction Section with activities related to the tracking of construction projects, preparing reports, accounting activities, and ensuring proper supporting documentation is accurate.

Marketing/Social Media (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.

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.

Strategic Planning and Performance Management Division - Information Systems (1 position): As a Project Management Intern, the role involves gaining hands-on experience supporting the planning, execution, and monitoring of various Information Technology projects within the DTPW organization. The intern will work closely with team members to ensure project goals, timelines, and

MIAMI-DADE COUNTY INTERNSHIP PROGRAM OPPORTUNITIES – SUMMER 2025

requirements are met, assisting in gathering data, preparing reports, and updating project documentation. The role includes helping identify potential risks and challenges, contributing to problem-solving, and assisting in improving project processes. Additionally, the intern will track project progress and collaborate with cross-functional teams to ensure efficient delivery.

Emergency Management Department

Emergency Management (1 position): The intern will support preparedness planning efforts, assist in the development of educational materials, and contribute to outreach programs designed to enhance public awareness of emergency preparedness. Additionally, the intern will attend training sessions and meetings to gain a deeper understanding of Emergency Management practices and operations.

Internal Compliance

Accounting/Finance (1 positions): An accounting, information systems or related major student who will serve as a team member working in a supporting role with more experienced team members. The intern will perform assigned tasks within the department, including performance and compliance review and other reviews, which will require timely and accurate gathering, analysis and reporting of information relevant to assigned review objectives in accordance with departmental standards and those established by the County.

People of Internal Operations Department

Security Operations (1 position): The intern will be exposed to all facets of the OSM operation to include the Security Operations Center (SOC), EEE Security Technology Systems team, as well as daily physical security obligations County- wide. The intern will also be involved in several projects to include uniform procurement, radio cataloging, drafting Code Blue weapons reports, and other tasks. Additionally, the intern will assist in site visits, security officer inspections, security screening, and other operational tasks.

Procurement (1 position): The intern will be assisting the PIOD procurement section with departmental procurement activities, preparing and reviewing purchase orders, contracts, and bid documents; responsible for assisting in allocation tracking and purchase order reporting for purchasing activities; also, special projects or process improvement initiatives within the procurement section of the department.

Seaport

Civil Engineering (1 position): A civil 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.

Water and Sewer Department

Construction Contracts (1 position): The Construction Contracts Division is seeking a student with a background in procurement, data analysis, or a related field to help with analyzing project bidding processes and the development of procurement reports. This opportunity will give students practical experience in government purchasing, process management and electronic systems.

MIAMI-DADE COUNTY INTERNSHIP PROGRAM OPPORTUNITIES – SUMMER 2025

Hydrogeology Engineer (1 positions): The Hydrogeology Technical Services Division (HTSD) is seeking interns with a background in geosciences to support fieldwork and data analysis projects. Responsibilities include groundwater sampling, well drilling, GIS mapping, and groundwater modeling. Candidates should be proficient in Microsoft Office Suite (Excel, Word, PowerPoint) and possess strong written and verbal communication skills. Experience in field data collection, GIS software, or groundwater modeling is preferred.

Utility Plants Engineering - Data Analysis (1 position): We are seeking a motivated Engineering/Project Management Intern to support our water/wastewater utility operations. Responsibilities include assisting with project planning, data analysis, technical report preparation, and field inspections under the guidance of experienced engineers and project managers. This internship provides hands-on experience in infrastructure projects, mentorship, and exposure to different engineering fields.

Wastewater Collection and Transmission Line - Operations (1 position): In the Wastewater Collection and Transmission Line Division, interns in this class are responsible for inputting and processing monthly vehicle reports and TV inspection reports, verifying accuracy of account codes, maintaining unit personnel files, and assisting the unit's Water Distribution Supervisor with all administrative duties.

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

[APPLY HERE](#)