East Bay Municipal Utility District (EBMUD) is seeking a motivated Human Resources Intern for its Affirmative Action Office. EBMUD, headquartered in Oakland, is an environmentally progressive, publicly-owned utility providing drinking water service to approximately 1.3 million customers in 20 cities and 16 unincorporated communities in portions of Alameda and Contra Costa Counties, and wastewater treatment services for more than 650,000 customers in the East Bay.

EBMUD’s Affirmative Action Office upholds EBMUD’s values to promote diversity and equity in personnel matters. The work of the Affirmative Action Office involves advising EBMUD management and staff regarding diversity and EEO concerns, reviewing employment processes, administering student intern programs, analyzing workforce statistics and publishing an annual Affirmative Action Plan, and partnering with community agencies, colleges and other employers to develop local qualified and diverse job candidates.

**THE POSITION**

College undergraduate and graduate students or recent graduates with an interest in Human Resources and how employers comply with EEO laws, are encouraged to take advantage of this exceptional opportunity to intern with EBMUD’s Affirmative Action Office (AAO) team.

The student intern will assist in the administration of various Affirmative Action (AA) Intern programs such as the Oakland Unified School District Summer Youth Program and the Plumber Intern Program.

The student intern will also assist in developing and implementing a work plan to automate AAO processes and forms, as well as gathering and analyzing data for the AA Plan and related activities.

Sample duties include the following:

- Coordinate recruitment and outreach efforts
- Organize intern orientation and other program activities
- Review and screen intern applications
- Research and analyze various applicant data sources and write reports
- Maintain AA Office databases
- Assist in the preparation of materials for intern programs
- Research workforce demographics
- Review office processes and electronic filing system for recommended improvements.

**SUPPLEMENTAL QUESTIONS**

1. EBMUD’s AAO administers several student intern programs. The objective of these programs is to increase the local, diverse and qualified candidate pools for EBMUD jobs. Describe your experiences and background that prepares you to assist staff with the administration of student intern programs.

2. A goal of EBMUD’s AAO is to review “best practices” in the industry and how our programs relate to these practices, as well as review of the effectiveness of the many AA/EEO related programs we provide to make needed recommendations as necessary. Describe your experiences and background in researching and analyzing various data. Explain your methodology and how you presented your analysis and recommendations.

3. Describe your experiences and background using software and/or technology to enhance processes or procedures.
QUALIFICATIONS
Must be full-time college student (upper division only) or graduate student with a bachelor’s degree or higher, current or recently graduated college student majoring in Ethnic or Women Studies, Political Science, Business Administration, Human Resources or similar major.

PREFERRED ABILITIES
• Ability to use Microsoft Word, Excel, PowerPoint, and Outlook (knowledge of Access a plus)
• Excellent written and verbal skills
• Ability to research and write reports
• Excellent analytical and problem-solving skills
• Experience in organizing events/activities
• Excellent attention to details
• Ability to maintain confidentiality and handle sensitive personnel and EEO information

WORK SCHEDULE
Flexible work schedule, minimum 3 days/week. Possibly full-time during the summer.

TO APPLY
Visit www.ebmud.com to submit your EBMUD application online by Friday, August 8, 2014 by 4:30 p.m. Only application materials submitted online during the filing period will be accepted. If you meet the qualifications, please complete the required online materials and attach or mail a copy of your undergraduate transcript. You may submit an unofficial copy electronically or by mail to:

EBMUD Recruitment Division
Human Resources Intern Recruitment
PO Box 24055, MS 603
Oakland, CA 94623

Applications submitted without the required transcript will not be considered. Transcripts must be received by the final filing date of Friday, August 8 by 4:30 p.m.

It is your responsibility to clearly specify your experience. Applicants presenting the best combination of job-related qualifications will be reviewed for further consideration. NOTE: The recruitment for this temporary/part-time position will not result in the establishment of a civil service list

All applicants receive consideration for employment without regard to race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation or veteran status.