

**Position Title:**

**Diversity Intern**

**Department:**

**General Administration**

**Location(s):**

**Main Office Building Annex**

**111 East Erie Street, Chicago, IL 60611**

**Description:**

The *Metropolitan Water Reclamation District of Greater Chicago (*District*)* is in search of a current college student seeking an internship opportunity in the General Administration Department. The prospective intern will help update and manage data entry for a new database system in the Diversity section. The intern will learn how to vet information, review contracts, and navigate database systems. Over the course of the internship, intern will learn how the goals of the Diversity departments coincide with the District’s Strategic Plan. The intern will delve into the world of social justice through investigating historical research, advocacy, and reform. They will also learn about the importance of Diversity objectives for contracting minority, small, and women-owned businesses. By the conclusion of this experience, the intern will be able to bridge their coursework in business administration within the classroom with the gained practical exposure from working in General Administration.

**Rate of Pay:**

This is a paid internship at $13.00/hr.

**Minimum Qualifications:**

Applicants must have a current residence in Cook County, IL; be a citizen or national of the U.S., an alien lawfully admitted for permanent residence, or an individual otherwise legally authorized to work in the U.S.; and must obtain a letter of recommendation from the school’s Internship Coordinator, Departmental Dean, or professor.

**Educational Requirements:**

Applicants must be a current graduate or undergraduate student seeking a degree in Business or Business Administration, or related field of study, experience with Microsoft Office and a strong reading and typing ability; have a driver’s license; and may require personal transportation.

**Contact Information:**

**Interested applicants must forward a resume, a cover letter and the school’s referral or letter of recommendation to:**

MWRDInternships@mwrd.org

or

Attn: Karen Brown, HR Dept.-Employee Development

MWRD of Greater Chicago

111 E. Erie Street, Chicago, IL 60611

(Fax) 312-751-5162