

Work Study Job Description

Job Title	Work Study Intern
Organization Name	King County, Water/ Land Resources Di
Job Location	201 S. Jackson St., Suite 600
Address	201 S. Jackson St., Suite 600 Seattle WA
Pay Rate	\$13.16 - \$13.16
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Pamela Johnson
Phone Number	206-296-1958
Email Address	pamela.johnson@kingcounty.gov
Website	http://www.kingcounty.gov/environmental/wlr.aspx

Nature of Organization

Water and Land Resources Division protects water and land resources by providing services that are legally required, that protect public health and safety, and that provide significant environmental benefits, supported by scientific data and monitoring.

Duties and Responsibilities

With guidance from current staff, update community contact lists for recruitments-call and/or email contacts on existing Excel sourcing lists to make sure still relevant and update contact information where appropriate. Find other sourcing contacts through internet searches and interviewing supervisors to gain contacts for the various professions.

With guidance, review positions that have or need pre-employment physical evaluations. Contact supervisors to verify if the physical requirements of the classification for their positions is still accurate. If not, changes will be updated on existing Word templates.

Assist other work units with projects. This assistance will help student gain knowledge & experience on environmental health projects

Minimum Qualifications

Must have attention to detail
Must be able to maintain confidentiality
Must be customer service oriented;
Ability to translate customer needs into service improvements
Ability to work effectively with a diverse group of people: to build effective relationships
Must have basic knowledge and experience using Microsoft Word and Excel sufficient enough to edit simple Excel spreadsheets and Word templates.

Educational Benefits

The student will gain knowledge about the various environmental programs in the division: River and Floodplain Management, Science and Technical Support, Environmental Laboratory, Stormwater Services, Hazardous Waste Unit. The student will have daily interaction with staff and will become knowledgeable about what the division does to help protect King County's water and lands.

How to Apply

Resume and King County Application

Job Number: 60WLRD01 | Category: Social Services & Research | Program: State | Reimbursement Rate: 60%