

## Work Study Job Description

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

### 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

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