The City of Avon Lake is looking to hire two sophomore, or junior level, civil engineering students for their Public Works Summer 2021 internship. I have sent this opportunity to the appropriate students over Handshake, but wanted to reach out to ask if you could please also post this opportunity on your department’s job board?

Interested students can email their resumes directly to Kelly Marton at [KMarton@avonlake.org](mailto:KMarton@avonlake.org). Please see below for the job description:

The City of Avon Lake is seeking  an Intern for our Public Works Engineering Department. Candidates must be pursuing a bachelor's degree in civil engineering (sophomore or junior status preferred) and possess a valid driver's license. Familiarity with Microsoft Office Suite, including Word, Excel, and PowerPoint is required. Experience with AutoCAD and GIS is preferred, but not required. Candidates must be self-motivated, very organized, have the ability to prioritize and take direction, have strong analytical and problem solving skills and have excellent written and communication skills. Typical internship responsibilities may include:

* Internships are designed to introduce and build essential, hands on skills that differ from those attained in the academic arena and help to enhance the transition from student to professional
* Interns are assigned duties that will provide a broad, well-rounded learning experience within their field of study
* Assist in the development of projects including road design and sewer projects
* Conduct field inspections and site reviews
* Perform surveying related duties
* Assist Public Works Director and Public Works Engineers with daily duties
* Assisting technical staff with various project tasks, including researching, compiling and evaluating project data, preparing reports, and performing calculations
* Performing simple calculations, computer data entry, along with exposure to design
* Maintain excellent team relations
* Maintain a safe working environment

Please let me know if you have any questions. Thank you for your time and help.

Sincerely,

Nicole Tischler, MA

Coordinator for Special Academic Programming

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