Become an Intern with the City of San José

We are looking for talented, diverse, and innovative future professionals of all fields who are eager to work in a public sector setting.

The City of San José Internship Program is designed to help students gain professional public sector work experience pertaining to their academic area of interest and/or study. This is an exceptional opportunity to build networking, communication, and analytical skills. In addition, internships at the City of San José are project-based and can help steer students into a possible career direction.

About the Department

The City of San José, the Capital of Silicon Valley, is one of the nation's best managed cities and one of the top ten cities in which to live, work, and do business. Moreover, San José is the center of cultural, government and economic activity for the region.

The Department of Transportation (DOT) plans, develops, operates, and maintains transportation facilities, services, and related systems which contribute to the livability and economic health of the City. We comprise a team of approximately 470 people ready to serve the needs of our customers to improve the efficiency and safety our City’s streets.

For more information about DOT, please visit www.sanjoseca.gov/transportation. We strive to constantly demonstrate the City values of Integrity, Innovation, Excellence, Collaboration, Respect, and Celebration, and seek employees who do the same.

Position and Duties

DOT hosts student interns annually, from majors that include engineering, finance, graphic design, information technology, accounting, urban planning, political science, public administration, and many others. Applicants must be a current student enrolled in a college or university to apply and must continue to be enrolled during their employment/service with the City of San José.

Interns at the City have flexible hours to work around their school schedules. Undergraduate interns generally work between 20-30 hours per week and graduate interns work between 25-40 hours per week.
Active Recruitment

Student Intern/Graduate Intern Part-Time Unbenefited

Transportation and Parking Operations Division

To help support these goals, DOT is currently seeking a highly energetic individual who aspires to contribute to the vibrancy of San José by encouraging more people to use means other than driving alone to get to where they need to go. Specifically, the City seeks an individual to work with the DOT Walk n Roll team to encourage school age children to walk and bike to school. Interns will work closely with DOT staff to:

- Support implementation of DOTs Safe Routes to School education and encouragement program;
- Outreach to parents to encourage them to volunteer to support the program at their school
- Inspire school children to lead a healthy and active lifestyle;
- Support hands-on, bicycle skill "rodeos"
- Coordinate meetings and events;
- Track school and program performance and prepare reports of accomplishments

Candidates must have a valid driver’s license; the ability to travel to off-site school and community locations; be organized; possess strong verbal communication skills; be comfortable working with diverse communities of people and speaking before large groups of schoolchildren and adults. He or she should enjoy the idea of working with and educating parents and children regarding the health and environmental benefits of walking and bicycling.

A minimum commitment of 20 hours per week is required. Ability to speak Spanish is strongly desired. Proficiency in Microsoft Office programs and ArcGIS is desirable.

If you are interested in this position, please provide the cover letter, resume, and current class schedule along with your availability in a single PDF file and attach it to an email with the subject line “2019 WNR Intern Candidate” and send it to Mary Simonis at Mary.Simonis@sanjoseca.gov.
Minimum Qualifications

STUDENT INTERN: Current enrollment in an accredited college or university in an undergraduate or graduate program.

GRADUATE STUDENT INTERN: Completion of a Bachelor's Degree and current enrollment in a Master's degree program from an accredited college or university.

LICENSE: Possession of a valid driver's license authorizing operation of a motor vehicle in the State of California is required.

EMPLOYMENT ELIGIBILITY: Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San Jose will not prepare or file a labor condition application with the Department of Labor.

Selection Process and Additional Information

All positions listed above will be open until filled. Potential candidates will be invited to participate in oral interviews either in person or over the phone. Reference checks will be conducted for the final candidates. The final candidate will be required to submit an official City of San José application online through the Citywide Intern recruitment ID#1801178 at www.sanjoseca.gov/citycareers.