



INTERNSHIPS & CO-OPS

Fleet Services UConn Department of Transportation

Website: <http://transpo.uconn.edu/>

Internship Title: Time Card Management Intern

Academic Year: 2017-2018

Application Period:	November– December for spring interns February for fall interns
Application Process:	Submit all required materials to Charles.grab@uconn.edu and Emma.morelli@uconn.edu
Application Materials:	Résumé, Cover Letter (including qualifications)
Location:	Department of Transportation Services 3 Discovery Drive, Unit 6199
Eligible class standings:	Junior, Senior, Graduate Student
Minimum GPA to participate:	3.20/4.00 (University rules require a minimum 2.00/4.00)
Credit:	Fleet Services is open to working with academic departments to arrange credit for this internship. Please see guidelines for earning academic credit for your internship here .
Compensation:	Paid, Variable
Hours:	Hours by arrangement Maximum of 15 hours a week
Additional information:	UConn Accounting major Graduate Student in Dept. of Accounting CPA

Description of Internship Provider:

Our mission is to provide safe, clean and timely passenger services to the Storrs campus and surrounding area. We operate a network of shuttle buses, accessible vans, and small vehicles for University students, faculty, employees and visitors. Hours based on the academic year, schedules may change during the breaks.

Description of Internship Position:

The intern will be responsible for implementing and monitoring a new time card system. Students will gain experience working with accounting procedures.

For more information about internships with this department, please contact:

Emma Morelli

MPA Intern, Fleet Services

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