



2020

Summer Internship Announcement Chesterfield County

Human Resources
P.O. Box 40
Chesterfield, VA 23832
804-748-1551
www.chesterfield.gov/internships

Department: General Services – Fleet Division

Program Dates: May 18, 2020 – July 24, 2020
22 hours per week
\$12/hour (undergraduate) \$14.00/hour (graduate)

Who we are: The Department of General Services provides administrative and county wide support services for all departments. General Services provides leadership and best practices in managing facilities, supplies, security and resource conservation, maintenance, and other support services to elected officials, County departments and residents in a safe, reliable, and efficient manner.

What you will learn: As an intern in the Fleet division, you would work with the administrative team. You will work on projects providing you access to four shop locations and you will be working with the safety coordinator, parts department, database administrator, business analyst, motor pool coordinator, shop supervisor and technicians. Duties will also include data entry and email correspondence.

The Chesterfield Experience: As an intern in Chesterfield County, you will have an opportunity to meet with county leaders, collaborate with your peers, attend training seminars, and participate in team building exercises to complement what you will be learning in the professional work environment provided by the General Services Department.

Minimum Qualifications: Candidates must be enrolled as current undergraduate or graduate students and have a minimum grade point average (GPA) of 2.8. Must have completed college coursework in business, logistics, finance, accounting, safety or related field. Successful completion of a fingerprint-based criminal history check and pre-employment drug screen required.

For consideration of this opportunity, candidates must complete the application requirements listed on our website at www.chesterfield.gov/internships by February 21, 2020.

Chesterfield County is an Equal Opportunity Employer
Committed to Workforce Diversity