Metro-North Railroad

CAREER OPPORTUNITY

Unpaid Internship-Environmental Compliance & Services

Location: 347 Madison - 12th Fl
Reference #: 004854 **Post Date:** 8/13/09
Grade: C **Salary Range:** Unpaid **Close Date:** 9/02/09

OPENING

MTA Metro-North Railroad, an organization with a vital role in the economy of New York State and Connecticut, is a subsidiary agency of the Metropolitan Transportation Authority (MTA), the largest such authority in the United States. Metro-North is a dynamic organization with a strong focus on customer service, safety, new technologies, and service expansion. With a staff of approximately 5,900 people, Metro-North serves more than one million customers per week over 384 miles of rail that link historic Grand Central Terminal (GCT) in New York City and 120 stations in New York State and Connecticut. Metro-North rewards employee resourcefulness, encourages innovation and offers excellent job opportunities in a challenging and diverse environment.

POSITION OBJECTIVE

As the Environmental Compliance & Services Intern, you will assist the Director, Assistant Directors and Managers with compliance with Environmental Laws and Regulations.

RESPONSIBILITIES

Assist in reviewing, gathering and compiling data in furtherance of Sustainability projects.

Assist Department in taking photos when needed (e.g. photos of station undergoing rehabilitation) for purposes of permitting and historic preservation consultation.

Maintain and update Department Spill Database.

On-site monitoring of Railroad Tie Removal Project.

Performs all other duties as required.

REQUIRED QUALIFICATIONS

Knowledge of environmental issues and environmental regulations.

Excellent research, writing and communication skills.

Proficiency with Microsoft Office and/or comparable applications.

Must be able to work 16 - 20 hours per week.

REQUIRED EDUCATION/EXPERIENCE

Current undergraduate student with major or minor in environmental studies or related field. Freshmen to Seniors.

ADDITIONAL INFORMATION

Please note this is an unpaid internship.

You may receive up to 3 college credits towards your degree.

APPLICANT ELIGIBILITY:

At the time of application, the applicant must be currently a matriculated student at an accredited college or university, in overall good academic standing.

The applicant must be 18 years or older and must have valid authorization to work in the United States.

The applicant's over all education, scholastic achievements, experience and career objectives and interview will be used as criteria for selection. The selection of interns is a competitive process.

Full-time undergraduate students are eligible for consideration in this Program.

References: Professional references required (recommendation letter from Professors, current/former employers, etc.).

Transcript: A recent copy of transcript will be required.

SELECTION CRITERIA

To be selected for a position, an applicant must: (1) meet the minimum requirements in the job posting, (2) pass a written examination (if applicable), (3) satisfy a background investigation (which includes credit, if applicable), and (4) pass an oral interview, during which the interviewers will further evaluate the applicant's qualifications for the position. Because the selection process is competitive, not all qualified applicants are granted an interview. Metro-North may also require the applicant to undergo a physical ability test, and, if the Company extends a conditional offer, may require him or her to undergo a medical examination, which may include toxicological testing.

For applicants who are current employees, you must be in active service and have worked in your present position for at least one year to be eligible to apply for a posted position. In addition, Metro-North employees are also subjected to an internal investigation, which includes an evaluation of their safety and discipline records, their performance assessments, and of their time and attendance records (including early quits and late starts) for the preceding 30 months. During the 30 month review period, the maximum number of occurrences allowed is 15, and the maximum number of patterns allowed is 8. (An "occurrence" is any absence or consecutive absences of four or more hours, and a "pattern" is an absence preceding or following rest days, holidays, vacation days, etc.) For employees with fewer than 30 months of service, the entire period of their employment is reviewed, and the maximum allowable number of incidents is pro-rated. Absences excused in accordance with Company Operating Procedures are not included for purposes of assessing whether attendance is satisfactory. If occurrences and/or patterns exceed the maximums allowed, the employee's attendance is deemed unsatisfactory, and he or she is disqualified from further consideration, even if he or she has not been previously warned about his/her attendance.

We offer a competitive salary and a comprehensive benefits package.
Note: Applications received after the application deadline may not be considered. If interested, please apply online at

www.mta.info

MTA Metro-North Railroad is an Equal Opportunity Employer