

Facilities & Operations interns:

Since we anticipate an expansion of our delegated authority, look forward to eligibility for economic stimulus, are beginning the master planning process, conducting an infrastructure study, and expanding the capital plan, we will undoubtedly see changes in these areas that will generate projects that can be valuable experiences for our students. So, now would be a good time to start the internship, before year end and our heavy bidding season.

We envision the following skills and tasks would be needed:

Operating Intern

1. Must have a working knowledge of creating Excel spreadsheets to track budgets and inventories.
2. Must have a working knowledge of the internet for the purpose of finding national standards.
3. Duties will include tracking ongoing procurement analyses
4. To provide other duties as assigned to support Facilities & Operations staff.
5. Will report to the Associate Director of Facilities & Operations.

Capital Intern

1. Must have a working knowledge of creating Excel spreadsheets to track budgets and inventories.
2. Must have a working knowledge of the internet for the purpose of finding national standards.
3. Duties will include compiling data for ad hoc projects to ensure compliance with all procurement and union requirements to satisfy internal and external auditing requirements.
4. To provide other duties as assigned to support Facilities & Operations staff.
5. Will report to the Director of Facilities & Operations and work closely with the College Engineer.

These interns will learn the basic operations of Facilities & Operations from both an operations and capital perspective at the Rhode Island College. They will be exposed to contractors and college staff who administer these processes.

Interested applicants should contact Julie Teixeira at 456-8262 and submit a resume in a Word document to jteixiera@ric.edu