Utah Transit Authority is an Equal Opportunity Employer of all persons regardless of race, color, creed, sex, national origin, age and qualified disabilities M/F/D/V

Come build a career today with Utah Transit Authority (UTA), the American Public Transit Association 2014 Outstanding Public Transportation System of the year. UTA strengthens and connects communities with more than 44 million riders annually with a system of innovative, sustainable and accessible service. If you have the talent to succeed and enthusiasm to make it happen, we look forward to hearing from you today.

Timeline
- September – December, 2015 or when projects are completed

Job Title
- Internship – Human Resources: Technical Writer

Type of Posting
- External Unpaid Internship (Flexible Hours)

Job Summary
The Human Resources Department at Utah Transit Authority has the primary responsibility of providing structure and the ability to meet UTA’s needs through managing our most valuable resource--our employees. Working with various human resource professionals, the intern will:

- Update recruitment manual for marketing purposes
- Develop calling campaign scripts for recruitment purposes
- Update automated system’s emails for communication and recruitment purposes
- Review and update HR’s standard operating procedures
- Coordinate meetings with subject matter experts and stakeholders

Minimum Qualifications
- Must be at least a sophomore working on an undergraduate degree from an accredited university in the area of Business, Journalism, Technical writing, English or a related field.
- 6 months of technical writing experience is preferred
- Strong communication and collaboration skills to achieve consensus
- Ability to work with tight deadlines
- Proficiency in Microsoft Office products at the intermediate level required

- OR -

An equivalent combination of relevant education and experience.

[UTA reserves the right to determine the equivalencies of education and experience.]

Pay Rate
- This is an Unpaid Position

How to Apply
Please submit your letter of interest, resume, transcripts, and 2 letters of recommendation (professional or academic) no later than September 4, 2015 to nmartinez@rideuta.com

Additional Information
Women and Minorities are encouraged to apply. All UTA property is designated as Tobacco-Free.

To learn more and connect with UTA, please follow us on:

669 West 200 South. Salt Lake City, Utah 84101   1110 South Geneva Rd. Orem, Utah 84050   132 West 17th Street. Ogden, Utah 84404

For additional questions, please call Human Resources at 801-287-2334