

Posting Date
November 13, 2015

Intern Analyst

The Metra Internship Program provides an opportunity for college juniors, seniors and graduate students to gain practical experience through on-the-job learning. Metra assigns students to projects related to their academic/educational field of study, which complements classroom instruction. The knowledge gained contributes to career development, while the experience provides insight on the wide variety of jobs in the transportation industry.

Outcome/Goal

Intern will integrate classroom learning with hands on experience by capturing actual expenses incurred in the field which will improve Metra's ability to invoice other parties in accordance with existing agreements with the expected result of increased Non-Fare Revenue to Metra.

Duties

Reporting to the department of Contracts, the intern will develop spreadsheets for each Metra owned district with cost codes for specified track and signal expenses by segment and develop instructions to field personnel to apply cost codes for the purpose of improving the capturing of billable costs.

Educational Requirements

Intern must be currently enrolled as a junior or senior in an undergraduate program or in a graduate program from an accredited institution, studying Accounting or Civil Engineering. Proficiency in Microsoft Suite, specifically Word and Excel, is required.

Eligibility Requirements

Must be 18 years or older; able to legally work in the United States; a student in good standing for each semester/quarter during their internship; and available to work between 12 and 20 hours per week for up to one year (optional: 40 hours per week during summer months).

Length of Program

Up to one year with three mandatory one- week break periods during the school year: May, September and December.

Compensation

Paid internship

Send your cover letter (which must include the position title), resume, class schedule, and copy of transcripts to the following e-mail address.

E-mail: jobs@metrarr.com

Qualified candidates must be legally authorized to be employed in the United States. Metra does not provide sponsorship for employment visa status (e.g., H-1B or TN status) for this employment position.

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

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