

## **Internship Announcement**

The *Metropolitan Water Reclamation District of Greater Chicago* (MWRD) is accepting resumes from currently enrolled undergraduate and/or graduate students seeking a paid internship position in its Affirmative Action (AA) Department. The position will be located in the Main Office Building near the Magnificent Mile in Chicago, IL.

The prospective intern will work under the direct supervision on the Diversity Administrator to assist with duties related to creating an electronic database designed to gather, organize, and extract disparity reports to assess companies that currently conduct business with the District. The intern will also utilize the reports to assist the AA Department with locating the saturated markets and untapped potential of specialized areas of specific interest to the District. They will use their analytical skills to provide feedback regarding where the District is lacking in goal attainment regarding Minority-owned, Women-owned and Small Business compliance and how to increase the potential of meeting identified goals.

The intern will have the unique opportunity to understand how Affirmative Action standards impact a government organization and how the District strives to ensure equality regarding its business partnerships.

### **Qualifications:**

Applicants must be a current student majoring in Business Administration; have current residence in Cook County, IL; be a U.S. citizen, an alien lawfully admitted for permanent residence, or alien authorized by the Department of Homeland Security to work in the U.S.; and must submit either a referral from the schools Internship Coordinator or a letter of recommendation from a college professor.

This paid (\$13.00/hr) opportunity is available in May 2018.

**Interested applicants must forward a resume, a cover letter and the school's referral or letter of recommendation to [MWRDInternships@mwrld.org](mailto:MWRDInternships@mwrld.org) or by fax at 312-751-6639**

or by mail at  
MWRD of Greater Chicago  
111 E. Erie Street  
Attn: Ebonie Lewis, HR Dept-Employee Development  
Chicago, IL 60611

*Resumes and cover letters will be accepted until the position is filled.*