Engineering, Sustainability, and Transportation Student Intern

The Engineering, Sustainability, and Transportation (EST) Department at the School of Continuing Education is seeking a multi-disciplinary, self-motivated, hard-working UWM graduate or undergraduate student with good research and organizational skills. The student must be able to interact professionally with customers from industry and government.

This position offers an opportunity to grow your marketable skills, knowledge, and build your network as well as gain a better understanding of professional education. In this position, you will help create and deliver state-of-the-art professional development programs in water technology, urban planning, power systems design, materials engineering, and transportation.

The School of Continuing Education is located in the Plankinton Building at 161 W. Wisconsin Ave. (aka Grand Avenue Mall), in downtown Milwaukee.

**Job Description**

- Research and investigate continuing education needs for professionals in EST topics.
- Assist in grant writing as needed.
- Provide quality customer service for external customers and internal departments.
- Create and update lists of potential customers from various data sources.
- Update program descriptions on our website.
- Update external professional website calendars with our course offerings.
- Assist with special projects as requested by the Program Director and Program Managers of the Department and the Dean’s office.

**Qualities/Experience**

We are looking for a detail-oriented student with strong people skills, good writing skills, a willingness to learn, the ability to handle multiple tasks, and the maturity to work in a professional environment. Training will be provided as needed. You must be a student to apply for this position. We will work around your class schedule.

**Pay Rate & Hours**

Flexible Schedule
Daytime hours, typically between 7:30am and 5:15pm Monday through Friday.
Minimum/$10.00/hour – This is not an entry level position. – Work Study encouraged.
Excellent performance can lead to pay and responsibility advancement.

*If interested, please email resume, cover letter and availability to:*

Dr. Murali Vedula 414-227-3121 mvedula@uwm.edu