# Time Card Management Intern

## Department of Transportation

### Description of Internship Provider

Our mission is to provide safe, clean and timely passenger services to the Storrs campus and surrounding area. We operate a network of shuttle buses, accessible vans, and small vehicles for University students, faculty, employees and visitors. Hours based on the academic year, schedules may change during the breaks.

### Description of Internship Position

The intern will be responsible for implementing and monitoring a new time card system. Students will gain experience working with accounting procedures.

### Application - Period, Process, & Materials:

- November–December for spring interns
- February for fall interns
- Submit all required materials to Charles.grab@uconn.edu and Emma.morelli@uconn.edu
- Résumé, Cover Letter (including qualifications)

### Eligible Class Standings & Minimum GPA:

- Junior, Senior, Graduate Student
- 3.20/4.00

### Credit, Compensation, & Hours:

- Paid, Variable
- Hours by arrangement
- Maximum of 15 hours a week
- Fleet Services is open to working with academic departments to arrange credit for this internship. Please see guidelines for earning academic credit for your internship at [https://career.uconn.edu](https://career.uconn.edu).

### Additional Information:

UConn Accounting major
Graduate Student in Dept. of Accounting
CPA

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For More Information, Please Contact:

Emma Morelli
MPA Intern, Fleet Services
3 Discovery Drive, Unit 6199
emma.morelli@uconn.edu
(860)420-6818

http://transpo.uconn.edu/