UCONN

CENTER FOR
CAREER DEVELOPMENT
INTERNSHIPS & CO-OPS

Department of Transportation
Time Card Management Intern

Application Details – Period, Process & Required Materials:	November– December for spring interns February for fall interns; Submit all required materials including Résumé and Cover Letter (including qualifications) to Charles.grab@uconn.edu and Emma.morelli@uconn.edu
Eligible Class Standings & Minimum GPA:	Junior, Senior, Graduate Student; 3.20/4.00
Credit, Compensation & Hours:	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.; Paid, Variable; Hours by arrangement Maximum of 15 hours a week
Description of Internship Site:	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.
Internship Site Website:	http://transpo.uconn.edu/
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.
Additional Important Details:	UConn Accounting major Graduate Student in Dept. of Accounting CPA
For More Information, Contact:	Emma Morelli, MPA Intern, Fleet Services, 3 Discovery Drive, Unit 6199, ((860)420-6818 or emma.morelli@uconn.edu)