



## SOUTHERN CALIFORNIA PUBLIC POWER AUTHORITY

### **Administrative Intern Job Description:**

**Job Type:** Paid Internship

**Compensation:** \$23 per hour

**Duration:** Part time / 6 months

**Department:** Administration

**Location:** SCPPA Glendora 1160 Nicole Ct. Glendora, CA 91740

#### **Overview**

The Southern California Public Power Authority (SCPPA) is seeking to hire a Data Entry/Administrative Intern. We are seeking a detail-oriented Data Entry/Administrative Intern to join our team. The primary responsibility of this role is to accurately input data into our repository system (Laserfiche).

The ideal candidate will have a strong attention to detail and excellent organizational skills. We are working on an exciting project that requires meticulous data management, and we need someone who can assist us with this critical task. If you are looking to gain valuable experience and contribute to a meaningful project, we encourage you to apply.

#### **Responsibilities:**

- Input and update data as directed into our repository (Laserfiche) software system.
- Scan various documents into repository software and file in appropriate folders
- Knowledge of Microsoft Suite for data entry Tasks
- Collaborate with team members to ensure data integrity and accuracy.
- Perform other related tasks as assigned.

#### **Supervision and Feedback:**

- Work will be closely reviewed by the supervisor for accuracy.
- The supervisor will provide frequent feedback on performance and review any errors identified with the incumbent.
- Assignments and objectives will be set by the supervisor.

#### **Education, Training and Experience:**

Currently enrolled in a college or university, or a recent graduate.

#### **Application Process:**

To apply for the Administrative Intern position, please submit your resume via email detailing the role and department on the subject line. Please submit it to [sortiz@scppa.org](mailto:sortiz@scppa.org) .



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This internship is funded by grant funds from the State of California to serve underrepresented populations in the energy sector. Please complete the SCPPA participant survey below to help us continue to offer this and future internship opportunities. The data collected is not shared outside of our grant requirements. It is used for statistical purposes only.

[SCPPA Participant Data Sheet](#)

### **About SCPPA:**

Southern California Public Power Authority (SCPPA) is a Joint Powers Authority, created in 1980, for the purpose of providing joint planning, financing, construction, and operation of transmission and generation projects.

Comprised of eleven municipal utilities and one irrigation district, SCPPA's Members serve more than 5 million Californians (2 million customers) across a service area of 9,000 square miles. SCPPA's Members supply 16% of California's power.

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