

**Commonwealth of Massachusetts  
Executive Office of Energy and Environmental Affairs  
Internship Position Description Form**

Date: August 1, 2018
Program Name: <b>Pipeline Safety Program</b>
Location/Address: <b>One South Station (5th Floor), Boston, MA 02110</b>
Intern Supervisor/Title: <b>Program Support</b>

**EEA INTERNSHIP POSITIONS ARE UNPAID**

Brief Description of Intern Position:

The Program Support Intern will work closely with the Division's engineers and provide them administrative support, assist in creating and extracting reports from the Pipeline Division inspection database and reviewing Operator Qualification records, ect. The incumbent of this position will be expected to provide meaningful input and support with all tasks and projects, as assigned.

Description of Internship Duties:

1. Assist the Public Utilities Engineers in maintaining and organizing all files
2. Assist in creating and extracting reports from the Pipeline Division inspection database to obtain data for analysis.
3. Assist in accessing procedures for review by the Pipeline Utilities Engineers.
4. Assist in reviewing Operator Qualification records to ensure appropriate time frames have been met
5. Assist in preparing the necessary documents for Informal Conferences.
6. Assist the Public Utilities Engineers by providing administrative support and assigned tasks as required.

Knowledge and Skills required:

1. Proficient in Microsoft Office, especially Excel, Word and Outlook.
2. Ability to gather information by examining records and documents with a high attention to detail.
3. Ability to communicate effectively in oral expression and written instructions.
4. Attend to details sufficiently to ensure accuracy and comprehensiveness of work while maintaining accurate records.
5. Ability to coordinate, maintain positive work relationships and interact with the Public Utilities Engineers sufficiently to complete assignments.
6. Ability to exercise discretion in handling confidential information.
7. Ability to research information using reference materials, analyze and synthesize information, and acquire new knowledge and skills through on-the-job and self-directed learning.

Hours per week: 22.50 to 37.50

Other relevant information:

Incumbents of this position receive general guidance from the Public Utilities Engineers. All applicants must be in their junior year, currently attending college in Massachusetts, and be available for screening activities and interviews. Please attach your resume, cover letter and transcript (official or unofficial) to apply for this position. A letter of recommendation is strongly encouraged to be considered for the position.

**Deadline to Apply: September 7, 2018**

**Questions may be directed to: [EEA.Training@mass.gov](mailto:EEA.Training@mass.gov)**