

WillCounty

Summer Internship Program

Organization Name	Pace, Suburban Bus Division of the RTA
Industry	Public Transportation
Internship Title	Summer Interns
Hours per Week	up to 20 hrs/week
Rate of Pay	\$18/hr
Start/End Dates	June 3, 2024 to August 16, 2024

About Company

Pace's family of public transportation services offer affordable, innovative, and environmentally responsible transit options for the residents of 274 municipalities in Cook, Will, DuPage, Kane, Lake and McHenry counties. The backbone of Chicago's suburbs, Pace serves approximately 127,000 daily riders. One of the largest bus services in North America, Pace covers 3,677 square miles, an area nearly the size of the state of Connecticut and about 15 times the size of the City of Chicago. Pace's innovative approach to public transportation gives the agency a national reputation as an industry leader.

Position Description

We are seeking motivated and enthusiastic high school students to join our team as summer interns. This internship provides an excellent opportunity for students to gain hands-on experience in public transportation and contribute to meaningful projects. The program aims to nurture talent, foster professional development, and offer exposure to the exciting world of public transportation.

Pace has summer internships available for summer 2024. Duties would include switchboard and receptionist duties; assisting with miscellaneous sorting, filing and organization of electronic and hard copy files and records; Assist Dispatch Office with various tasks, and assistance with various administrative tasks.

Knowledge, Skills, Abilities/Interests Desired

Must be a high school student with a strong academic record and have an interest in public transportation. Basic office and clerical skills. Proficient with Microsoft Office software, such as Word, Excel, PowerPoint and Outlook. Must possess good written and verbal communications skills, and good customer service skills.

Physical Demand of Position	Work is performed in an office environment - must be able to carry up to 25 pounds
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Documents Required	Resume Cover Letter
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Business Contact	Peggy Sweeney
Title	Training and Development Specialist

Contact Number

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