



Attention, Students!

The Port of Los Angeles has an opportunity for a Student Worker in the Financial Controls group of the Engineering Division.

Duties and Responsibilities:

Working on-site with the Financial Group in the Engineering Division, this position entails the following:

- Assist in typing, organizing, and filing engineering files
- Assist in ordering and distributing office supplies
- Assist in reviewing and processing invoices
- Assist in preparing memorandums and budget books
- Assist with other as-needed administrative duties

Requirements:

Candidates must be a university or community college student and maintain a minimum of 9 semester units or 12 quarter units. Candidates must also have a minimum grade point average of 2.5 (3.0 for graduate students). It is preferred candidates have at least one year remaining before graduation.

Pay Rate:

- Student Worker: \$17.00 per hour
- Part-time, 20 hour workweek

How to Apply:

If interested, please submit your resume to gmendiola@portla.org

Be advised that once a sufficient number of resumes have been received, this opportunity may close at any time. The Port of Los Angeles is a department of the City of Los Angeles (also known as the Los Angeles Harbor Department), located in San Pedro, California. **This is not a remote position and will require students to work in-person.**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.