



Student Trainee / Internship

EMPLOYER: Philadelphia Department of Public Health

DEPARTMENT: Human Resources / Occupational Safety and Health

POSITION: Student Trainee / Paid Internship

This position is full time during the Summer months and part-time during the academic year.
(Starting salary is contingent upon education and experience).

The City of Philadelphia is seeking a talented, enthusiastic individual with an interest in city government for a unique opportunity to serve a student trainee. The student trainee will gain experience in Occupational Health and Safety, Industrial hygiene, Workers' compensation, and program and policy development.

DESCRIPTION:

The Safety Unit is located in the Human Resources Office of the Department of Public Health. The Safety Unit is responsible for the Department's safety and health programs for its employees.

The internship will begin immediately and may continue up to one year depending upon performance.

RESPONSIBILITIES:

- Assist in the development and implementation of safety programs including training for various divisions within department, not limited to:
 - Ergonomics
 - Bloodborne Pathogens
 - Hearing conservation
 - Medical surveillance
 - Laboratory safety
 - Hazard Communication
 - Fleet Management
- Investigate industrial hygiene concerns
- Maintain training database
- Enhance, maintain, and analyze injury data

QUALIFICATIONS:

- College student working toward a degree in Occupational Safety and Health, Environmental Health, Industrial Hygiene or any related discipline.
- Experience using MS Office (Excel, Access, Word, etc.)
- Excellent communication skills

HOW TO APPLY:

Please send cover letter and resume to: Sheryll.Harris@phila.gov.

Sheryll T. Harris, Recruitment Manager
City of Philadelphia
Department of Public Health-Human Resources Office
1101 Market Street, 8th floor
Philadelphia, PA 19107