



The Rhode Island Public Transit Authority (RIPTA) is recruiting **externally** for one (1) or more temporary positions of **Intern** within RIPTA's Procurement Division. This is an at-will non-represented position.

Position: Intern – Procurement (Temporary Position)

Posting Period: June 13, 2025 through Successful Recruitment

Salary: \$20.00 Hourly

Reports To: Director of Procurement

Union Affiliation: Non-Represented

Summary of Position:

Under the general direction of the Direct of Procurement or their designee, the Procurement Intern will be responsible for aiding with administrative tasks within the Procurement Division. Must be capable of working with a wide range of individuals including agency funding personnel, independent service contractors, and service agencies. Take a proactive role to ensure documentation is processed daily.

Essential Duties and Responsibilities:

- Assist the Procurement department with scanning procurement documents into our Document Management System (DMS);
- Assist members of the Procurement department with daily administrative activities;
- Assist with special projects as assigned, conducting research, and assisting with process improvement;
- Assist the Procurement Department in the provision of all clerical support;
- Performs other related duties as assigned.

The above duties and responsibilities are not intended to limit specific duties and responsibilities of any particular position, nor are they intended to limit in any way the right of supervisors to assign, direct, and control the work of employees under their supervision

Qualification Requirements:

- High School Diploma or General Equivalency required. Previous experience in an office setting preferred;
- Must possess excellent organizational skills, attention to detail, and follow-through skills;
- Proficiency in the use of Microsoft Office applications, including but not limited to, Microsoft Word, Excel, PowerPoint, and AS400;
- Must be able to handle multiple tasks and be responsive to requests from co-workers;
- A positive/cooperative attitude is required;
- Demonstrated problem solving, analytical and investigative skills, including the ability to research, analyze and reconcile data, and to make logical decisions using sound, independent judgement, and common sense;
- Excellent interpersonal skills, as demonstrated by the ability to represent the Department and RIPTA in a positive manner at all times;
- Must be able to demonstrate flexibility as well as the ability to work as part of a team;
- Possess fast and accurate data entry skills;
- Ability to communicate effectively both verbally and in writing;
- Ability to work independently, to organize and to prioritize work, with accuracy and close attention to detail, as well as with a team;

- Excellent problem solving and time management skills.

RIPTA reserves the right to consider any combination of education and experience that shall be substantially equivalent to the above education and experience.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Independent Action:

- Demonstrated ability to work independently with minimal supervision, follow directions well, and follow through with assignments until completed.
- Performs within prescribed guidelines in accordance with departmental policies/practices.
- Refers more complex situations to other appropriate individuals.

Supervisory Responsibility:

None

Selection Process:

- Interested applicants should submit their resume and written request and/or completed RIPTA employment application to the Human Resources Department by due date;
- Applicants may be required to pass an oral interview and/or written test;
- Applicants will be required to submit a Bureau of Criminal Investigation (BCI) from their state of residence to RIPTA Human Resources when a conditional offer of employment has been made;
- Applicants will be required to pass a nationwide full criminal background check to be conducted by RIPTA;
- Selected applicant(s) must have satisfactory reference responses;
- Applicants claiming Military status; should submit a copy of the DD-214 form.

Elimination Process:

- Applicant fails to provide fully completed employment application and/or resume as outlined within "Selection Process" of this posting;
- Applicant fails to meet minimum required oral interview and/or skills assessment score, which the Authority has deemed as a passing score.

Interested applicants should submit their cover letter, resume, and/or RIPTA employment application to the Human Resources Department on-line at www.ripta.com/careers, via email at jobs@ripta.com or via U.S. Mail to RIPTA Human Resources, 705 Elmwood Avenue, Providence, RI 02907. Telephone calls will not be accepted.

RIPTA is an Equal Opportunity Employer: It is the policy of the Rhode Island Public Transit Authority that no employee or applicant for employment will be discriminated against regardless of race, color, sex, age, national origin, religion, disability status, veteran status, sexual orientation, marital status and/or gender identity or expression.