



## Internship Description

| Work Site Name              | Department/Position                                       |
|-----------------------------|---|
| <b>Metro Water Recovery</b> | <b>IT/Records and Information Management (RIM) Intern</b> |

### Brief Overview of Internship

The RIM intern would be responsible for assisting the RIM staff with the various program areas of the Records & Information Management workgroup within the IT Department. This would be an exciting opportunity to learn the basics of Records & Information Management and how it has evolved over the years into electronic records management. They will also have the opportunity to get their hands “dirty” or hands on experience with some of the physical aspects of Records Management.

### Internship Tasks/Projects

- Assisting with our 2026 Annual Folders Project by building hard copy folders, reading file stations for accuracy, and boxing up inactive records.**
- Assisting with our Micrographics Program by quality control checking microfilm against hard copy documents for Vital Records protection.**
- Assisting with the relocation of the Maintenance Library.**
- Assisting with the relocation of physical boxes to our off-site vendor.**
- Assisting with hard copy daily filing.**
- Assisting with possible scanning projects.**
- Assisting with updating Metro’s RIM policies/procedures/manuals.**
- Assisting with database entry in the Records Management System (RMS).**
- Assisting with employee records requests.**

### Internship Learning Goals (new skills/knowledge the intern will acquire)

- Organizational Skills**
- Filing Skills**
- Scanning Skills**
- Database Entry Skills**
- Microsoft Office 365 Skills**
- Microsoft Word Skills**
- “Soft” IT / Customer Service Skills**
- Records & Information Management Knowledge**

| Internship Site Address and Primary Contact Information   | Internship Hours Start/End Times                          |
|---|---|
| <b>Metro Water Recovery<br/>IT Department/RIM Workgroup<br/>6450 York Street<br/>Denver, Colorado 80229</b> | <b>Mondays with flexibility between 6:30 am – 4:00 pm</b> |

|  |   |
|--|---|
| <b>Ed Sturgeon, Records &amp; Information Governance Manager</b>             |   |
| <b>Physical requirements</b>   | <b>Dress Code</b>   |
| <b>Be able to lift 50lb boxes of records.</b>                                | <b>Casual attire, including long-pants<br/>Closed-toe shoes</b> |
| <b>Occupational/Educational Requirements (skills, certifications needed)</b> | <b>Age/Grade Level of Intern</b>                                |
| <b>N/A</b>   | <b>16+ Junior/ Senior</b>                                       |