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Procurement Services Student Intern (9005)

Job Category: Administrative

Supervisor: Christy Aulicino

Requisition Number: PROCU002923

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Posted: September 29, 2026

Part-Time

2379 Broad Street
Brooksville, FL 34604, USA

Job Details

Description

Work for Our Water Resources.

Help protect one of Florida's most vital resources — water — with a career at the **Southwest Florida Water Management District (District)**.

The District is a government agency whose mission is to protect water resources, minimize flood risks, and ensure the public's water needs are met. We serve a population of nearly 6 million people in west-central Florida as directed by state law.

Join our Procurement Services Office

Gain valuable hands-on experience supporting our Procurement Services Office and working alongside procurement specialists on real-world purchasing and contracting activities. You'll have the chance to work with a wide range of teams in this promising position, each of which plays a vital role in our efforts to preserve our most valuable natural resources. The District offers the Student Internship Program to provide students with real work experience and specific hands-on knowledge related to the chosen course of study.

This internship opportunity is not eligible for remote work, all work will be conducted at the District Brooksville, FL office.

For helping to maintain our valuable water resources as a student, we offer:

- **Training and Development:** Having a successful career takes more than technical training. The District helps our staff develop additional skill sets, such as emotional intelligence, time management, customer service, conflict resolution, communications and more. As an intern, you are eligible to attend these on-site trainings.
- **Employee Assistance Program:** Provides confidential assistance and support in a wide variety of areas important to an employee's well-being, including but not limited to work and life balance, stress management, coping with family issues, financial advice, legal and workplace problems, addictions, student loan assistance and any other personal issues adversely affecting quality of life.
- **Wellness Program:** Your Health Matters is designed to encourage employees to engage in healthier lifestyle behaviors through the achievement of health and fitness goals. The program includes classes on health and fitness topics, District campus walking routes, a fitness challenge, tobacco-cessation resources, an ergonomics program, discount programs, incentives and other resources. Participation in wellness program activities is voluntary.

Compensation: \$15.00 per hour

Essential Functions

- Assist Procurement Services staff with collection and storage of vendor performance records
- Aide Procurement Specialists with solicitation process
- Drafting correspondences
- Scheduling appointments
- Administrative Reviews
- Vendor compliance checks
- Research projects
- Other assignments as needed

Working Conditions

Work will be conducted in an office environment setting and requires the ability to perform continuous repetitive tasks (to include keyboarding) with one or both hands. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work environments vary by assigned business unit.

Required Credentials for Procurement Student Intern

- High School diploma or equivalent
- Currently enrolled in an accredited college, university, or other recognized educational or vocational program
- Maintain a minimum GPA of 2.5 for undergraduate students or minimum GPA of 3.0 for graduate students
- Valid driver's license

Preferred Credentials for Procurement Student Intern

- **Preferred Degrees:** Business Management
- Working knowledge of Microsoft Word, Excel, Outlook and TEAMS
- Oral and written communication skills
- Data Entry Skills

Application Process

The District will determine eligibility for employment solely from the information provided on a District employment application. All applicants are required to complete, in full, a District employment application. Any application that is not complete will not receive consideration for the position. A resume **will not** be considered as a substitute for the information requested on the application for purposes of qualification. Exceptions *may* be granted for those applicants who are within 30 days of graduation. If selected, candidate is not allowed to start until all minimum qualifications are met.

Additional Details

This position is typically scheduled to work no more than 25 hours per week, Monday to Friday, between the hours of 8:00 AM and 5:00 PM, out of the Brooksville, FL office. Student Internship positions are not eligible for insured medical benefits.

Travel Required

Yes. Infrequent travel, using District vehicle, within District's coverage area.

Accepting applications until October 13, 2026 at 4:00 PM.

About Us

The District is responsible for managing the water resources for west central Florida which includes approximately 10,000 square miles of territory spanning 16 counties and serving more than 6 million residents. Established in 1961 as a flood-protection agency, our objective is to meet the needs of current and future water users, protect and preserve our water resources, manage the water supply, protect water quality, and preserve water-related functions.

Apply Now

Start and grow your career with the District! The District prides itself on providing a positive work environment that engages and supports our employees through flexible and remote work schedules. We provide and support learning and development for staff at all levels including conferences, association memberships, and formal education. Let us know if you have previous public sector experience that may allow for additional perks! Click on the link to apply.

#WorkForOurWater

Equal Employment Opportunity/Veterans Preference/Drug-Free Workplace/Tobacco Free Campuses.

All applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, ancestry, national origin, age, sex, marital status, familial status, or medical condition. All recruitment, hiring, placements, transfers and promotions will be on the basis of individual skills, knowledge and abilities, and the feasibility of any necessary job accommodation(s).

The Southwest Florida Water Management District (District) does not discriminate on the basis of disability in regard to job application procedures, hiring, and other terms and conditions of employment. It is further the policy of the District to provide reasonable accommodations to qualified individuals with disabilities in all aspects of the employment process. If you require reasonable accommodation in completing an application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office Chief, at 2379 Broad St., Brooksville, FL 34604-6899; telephone (352) 796-7211 or 1-800-423-1476 (FL only); or email ADACoordinator@WaterMatters.org. If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1-800-955-8771 (TDD) or 1-800-955-8770 (Voice). In the event of a complaint, please follow the grievance procedure located at WaterMatters.org/ADA.

The District participates in E-Verify employment eligibility verification. We will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

The District does not sponsor applicants for work visas.

Equal Opportunity Employer

This employer is required to notify all applicants of their rights pursuant to federal employment laws. For further information, please review the Know Your Rights notice from the Department of Labor.

[#DistrictCareers](#) 