



**Bear Valley**  
Electric Service  
A Subsidiary of American States Water Company

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**STUDENT INTERN JOB BULLETIN**

*Bear Valley Electric Services, Inc*  
Business, Accounting or related discipline.

Job Reference #BVES 06-13-08-08

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**JOB DUTIES AND RESPONSIBILITIES**

Bear Valley Electric of Big Bear Lake, CA, is seeking an enthusiastic student intern interested in learning on the job to assist the Accounting Department in the following duties:

Data entry for Accounts Payable

- Answer phones
- Copy and prepare selected audit backup
- Assist customers in completing service request
- Assist with other tasks within the Administrative and Customer Service Department as assigned

**REQUIREMENTS –**

- Familiar with Microsoft Excel and Word
- Basic math skills
- Must be organized, detail-oriented, and able to prioritize tasks
- Ability to work with various group in a professional manner
- Ability to establish and maintain cooperative working relationships
- Ability to assist the customers

**SCHEDULE:** Flexible work schedule, up to 25 hours per week from Monday through Friday, anywhere between the hours of 7:00 a.m. to 5:00 p.m.

**PAY RATE:** \$ Up to \$14.00 per hour, depending on experience

**FINAL FILING DATE** Until Filled

**WHO CAN APPLY**

Applicants must be currently enrolled and attending an accredited college or university. The minimum requirements include one of the following: The undergraduate sophomore (and above) is maintaining a full academic load of 12 credits or 18 units with a 2.5 GPA and above. The graduate student is maintaining at least a 3.0 GPA.

**Send Cover Letter and Resume (include job reference #) to:**

The InternSource  
1901 Royal Oaks Drive  
Sacramento, CA 95815  
Fax: 916-418-5110  
Email: [interns@communitycollege.org](mailto:interns@communitycollege.org)

The students hired for this position will be hired through **The InternSource** (a program of the not-for-profit **The Community College Foundation**) and work at American States Water Company. The Community College Foundation is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is the policy of Community College Foundation that the workplace be free from the effects of drug and alcohol abuse.