

Reference: HUMAN RESOURCES
Section: EMPLOYMENT PRACTICE
Title: INTERNS/CO-OPS
Policy Number: 04-02-08
Issue Date: 09-30-2001
Revision Date: 05-10-2021

I. PURPOSE

The Intern/Cooperative Education Program for the Niagara Frontier Transportation Authority and the Niagara Frontier Transit Metro System, Inc. (collectively referred to as “NFTA” or “Authority”) has been developed to provide worthwhile job experience to qualified college students to supplement their career studies.

II. POLICY

The Authority is committed to supporting the educational community by providing, within approved budgets, opportunities for college students to receive work experience that relates directly to their degree requirements.

Only colleges and universities which have defined intern/cooperative education programs will be considered.

Primary objectives of this policy are to:

- A) Identify Authority projects that are worthwhile and would provide meaningful job experience for qualified college students
- B) Provide support to the educational community
- C) Develop working relationships with The Urban League, National Association for the Advancement of Colored People (NAACP), and Science and Technology Entry Program (STEP) as sources for qualified students
- D) Identify future college graduate hires by observing on-the-job performance.

The EEO/Diversity Development and Human Resources Departments will identify minority candidates for appropriate opportunities.

Department Managers are responsible for identifying and budgeting specific projects that are suitable for intern/co-op candidates.

The Human Resources Department is responsible for developing working relationships with selected colleges/universities that have qualified programs.

Intern/co-op opportunities may be identified in accounting, finance, engineering, MIS, operations, or other support staff areas. Generally, projects should be of three months or less in duration, in order to accommodate the school semester or summer break period.