

INTERNSHIP JOB ANNOUNCEMENT

Organization: City of Chicago
Website: CityofChicago.org/CAREERS
Job Title: Student Intern (Office of Budget and Management)
Number of Positions: 1
Salary: Up to \$15/hourly
Job Posting Dates: April 13, 2017 – May 3, 2017

(To be considered, all applicants must apply at www.cityofchicago.org/careers.)

The City of Chicago Department of Budget and Management is seeking a Student Intern. The Student Intern Program is for students seeking to gain knowledge of, and valuable work experience in public sector / city government operations. Work hours are flexible to meet the needs of students and city departments. This a temporary position. Internships are limited to one academic year. Students are limited to working one internship (lasting no more than one academic year) per City Department.

ESSENTIAL DUTIES

- Assigned duties specific to the operational needs of the operating department were the internship is performed
- Perform various administrative functions to support program activities
- Compile, tabulate and analyze statistical data, and research and collect information for inclusion in studies and reports
- Use various software packages to type documents, create spreadsheets and maintain databases;
- Provide general information regarding programs and services to the public
- Review and process applications for programs and services and explain program requirements to applicants
- Maintain records and prepare work reports
- Perform various office clerical functions
- Participate in the organization, set-up and administration of special events and program activities
- Perform related duties as required

HOURS: 20-30 hours per week

NOTE: Internships are limited to one academic year. Students are limited to working one internship (lasting no more than one academic year) per City Department.

THIS IS A TEMPORARY POSITION.

Must be a student in good academic standing currently enrolled in an accredited college, university, or law school OR a student in good academic standing currently enrolled in an accredited business or data processing/ information technology school. Must have a minimum cumulative grade point average of 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale.

- **Students must maintain the required GPA throughout the duration of their employment / internship**
- **Must be enrolled in school with a minimum of 6 credit hours (or quarter hour equivalency) throughout the duration of internship, with the exception of academic breaks, i.e. summer**

- **Must have knowledge of Microsoft Office Applications –Word, Excel and Power Point**

Disclaimer - "Accredited" means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.

NOTE: At the time of application, you must attach a Resume, current transcripts (unofficial transcripts are acceptable if the cumulative grade point average is reflected) and a current Letter of Enrollment Verification from the School's Registrar/Dean confirming current enrollment (or National Student Clearinghouse Proof of Enrollment Certificate) at the time of hire. You must be enrolled in school (with the exception of academic breaks) throughout your internship if you are selected. Selected students must also maintain a cumulative grade point average of 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale.

NOTE: Failure to attach a resume and transcripts will result in an incomplete application and you will not be considered for the position.

SELECTION REQUIREMENTS

This position requires applicants to complete an interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position will be selected.

Preferred Qualifications:

- **Graduate Students majoring in Business Administration, Public Administration or Public Policy**
- **Proficiency with Microsoft Excel**

Education & Employment Verification- Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying. If you received your degree internationally, all international transcripts/diploma must be accompanied by a Foreign Credential Evaluation. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

Evaluation: Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second party applicants will be accepted.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 (voice) or 312-744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.

**City of Chicago
Rahm Emanuel, Mayor**

**Department of Human Resources
Soo Choi, Commissioner**