



City of Chicago College Student Internship Opportunity

Salary: \$15.80 (salary will increase on July 1 pursuant to Chicago Minimum Wage Ordinance)
Hours: varies by department **Location:** varies by department

The City of Chicago's College Student Intern Program is designed for college students who are seeking to gain knowledge and valuable work experience in the public sector. Work hours are flexible to meet the needs of students and city departments. This is a temporary position. Internships are limited to one year in any one City Department.

Come learn and work amongst diverse and talented professionals who are committed to making Chicago the City that works. City departments are grouped into 4 main categories, Infrastructure, Community Services, Regulatory, and Public Safety.

Infrastructure departments are essential to keeping our city moving. They build, repair, and maintain our streets, sidewalks, bridges; maintain our sewage systems and residential recycling and waste programs; purify our city's water supply; and operate the City's two international airports. These departments include the Department of Aviation, Department of Fleet and Facilities Management, Department of Streets and Sanitation, Department of Transportation, and the Department of Water Management.

Community Services departments support Chicago's families and neighborhoods. Services include health care clinics; immunizations, home-delivered meals for seniors; emergency shelters for the homeless and displaced; crisis intervention assistance; referral services for people with disabilities; and learning/recreational opportunities through citywide public libraries. These departments include the Chicago Public Libraries, Department of Cultural Affairs & Special Events, Department of Family and Support Services, Department of Housing, Department of Planning & Development, Department of Public Health, and Mayor's Office for People with Disabilities.

Regulatory departments work on behalf of the interests of consumers and workers through the enforcement of City ordinances and compliance with local, state, and federal laws; mitigate the threats of climate change; respond to resident and business complaints; and coordinate the overall government operations by managing city finances, human resources, legal, and other important functions. Regulatory departments include Board of Elections, Board of Ethics, Business Affairs and Consumer Protection, Chicago Department of Animal Care and Control, Department of Administrative Hearing, Department of Buildings, Department of Environment, Department of Finance, Department of Human Resources, Department of Law, Department of Procurement Services, Department of Technology and Innovation, License Appeal Commission, Office of Budget Management and Office of the Inspector General.

Public Safety departments work together to keep Chicago's neighborhoods, families, and properties safe. The critical services that these departments provide save lives and protect homes, businesses, and the rights of all Chicagoans through law enforcement, fire suppression and prevention, and emergency response operations. These departments include the Chicago Fire Department, Chicago Police Department, Civilian Office of Police Accountability, Community Commission for Public Safety and Accountability, Office of Emergency Management and Communications, Office of Public Safety Administration, and the Police Board.



Current internship opportunities are available at the following departments:

Community Service Departments with Summer Internship Opportunities	Infrastructure Departments with Summer Internship Opportunities	Regulatory Departments with Summer Internship Opportunities	Public Safety Departments with Summer Internship Opportunities
Chicago Commission on Human Relations (CCHR)	Chicago Department of Transportation (CDOT)	Business Affairs and Consumer Protection (BACP)	Chicago Police Department (CPD)
City Clerk	Department of Streets and Sanitation (DSS)	Department of Buildings (DOB)	Civilian Office of Police Accountability (COPA)
City Treasurer		Department of Finance (DOF)	Office of Emergency Management Communications (OEMC)
Department of Cultural Affairs and Special Events (DCASE)		Department of Human Resources (DHR)	
Mayor's Office of People with Disabilities (MOPD)		Office of Budget Management (OBM)	
Number of available positions varies by department.			

Essential duties include:

- Performing various administrative functions to support departmental activities and the operating needs of the department.
- 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 other related duties as assigned.

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to positions within the class.*

Minimum Qualifications:

- Must be a student enrolled in an accredited college, university, law, business, or data processing/information technology school.
- 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 an AA, BA, MA, or JD degree program.)



NOTE: Applicants must complete each required section of the online application, submit a resume, **AND** must click the "**Submit**" button at the end of the online application to complete the application process. Unsubmitted or Incomplete applications without the required documents will not be considered. At the time of onboarding, **you must provide a current letter of enrollment verification from the school's registrar/dean confirming enrollment in the upcoming semester** (or National Student Clearinghouse Proof of Enrollment Certificate) in order to be qualified.

SELECTION REQUIREMENTS

Candidates will indicate their area of interest/department grouping. Departments will reach out to the Department of Human Resources to request a list of candidates. If more candidates are interested in the area/grouping than the number of vacancies, the candidate list will be randomized, and departments will contact candidates in lottery order. Candidates will work with the hiring department to onboard. Please note, depending on the volume of candidates who apply, and the number of positions departments have budgeted for, it is possible not all candidates will be selected for an internship.

THIS POSITION IS EXEMPT FROM THE CAREER SERVICE

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

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.
Brandon Johnson, Mayor