



CITY OF CHICAGO

Rahm Emanuel, Mayor

**DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER
PROTECTION**

Rosa Escareno, Commissioner

NOTICE OF JOB OPPORTUNITY

PUBLIC SERVICE INTERN – UNPAID

MINIMUM QUALIFICATIONS: Must be a current college level junior, senior or graduate/law school student enrolled in an accredited four year college or university offering a baccalaureate or graduate degree program or an accredited law school, with a minimum grade point average of 3.0 on a 4.0 grading scale or the equivalent on a different scale.

Preference: Candidates majoring in Business Administration, Public Administration, Finance, Pre-Law, or Political Science. Candidate must be proficient with Microsoft Office Suite and common software programs, as well as possess excellent verbal and written skills. Should possess good critical thinking and problem-solving skills. Must be able to discreetly handle confidential information.

NOTE: Writing Sample, Resume, Official Transcript, and Original Letter of Enrollment Verification from the School's Registrar/Dean confirming current enrollment and grade level will be required at the time of application.

RESIDENCY REQUIREMENT: City of Chicago residency is not required.

SALARY: Unpaid

DUE DATE FOR APPLICATIONS: May 1, 2018 until further notice.

DUTIES: Required to work independently as a project assistant, while multi-tasking. Will be required to perform research and writing assignments as well as assisting with the development of an assigned project from conception to completion.

NOTE: Good organizational skills are a must. This is an opportunity for an independent, creative thinker who will be able to showcase his/her talent while contributing to the team.

INSTRUCTION: Interested applicants should forward all **REQUIRED** documentation **via snail mail and email to:**

Tamara L. Harding
Chicago Department of Business Affairs and Consumer Protection
121 N. LaSalle, Room 805
Chicago IL 60602

Tamara.Harding@cityofchicago.org

NOTE: Only applicants who submit all the required documents will be considered.

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