



City of Chicago
Rahm Emanuel, Mayor

DEPARTMENT OF FAMILY AND SUPPORT SERVICES
Evelyn Diaz, Commissioner

NOTICE OF JOB OPPORTUNITY

PUBLIC SERVICE INTERN -Unpaid – Contracts Unit

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 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale.

PREFERENCE: Students majoring in Business Administrator or Public Administrator, or a similar field with related coursework.

NOTE: Cover Letter, Resume, Current Transcript and current enrollment verification letter from school currently attending are required at the time of application.

RESIDENCY REQUIREMENT: City of Chicago residency is not required.

These are temporary positions.

SALARY: Unpaid - May be used to satisfy academic credit requirements.

CLOSING DATE: Open until further notice

DUTIES: The Contract Unit is seeking students to work as unpaid interns or for school credit assisting with various project work, (i.e., researching best practices for procurement and delegate agency

contracting in other state and local governments, researching and compiling data for a comprehensive policy and procedure manual and research and compile best practices for reporting contract and procurement statistics, such as a business intelligence dashboard). Ability to work in a fast paced environment, manage multiple shifting priorities, be a self-starter and self-motivated. Creativity and a positive attitude are also a must. The interns will be compiling both quantitative and qualitative data and incorporating the findings into reports.

DESCRIPTION: The Department of Family and Support Services' Contract Unit is seeking to fill internship positions for interested individuals with public administration or business administration backgrounds. Interns will gain experience and exposure to local government contracting and procurement. We seek motivated interns with strong multi-tasking skills, great attention to detail, solid analytic skills, and sound written and oral communication skills. All projects assigned are confidential with time-sensitive deadlines.

INSTRUCTION:

Interested candidates should send: cover letter, resume, official transcript and enrollment verification letter from school currently attending to:

**Monica Rafac
Deputy Commissioner/Human Resources
Department of Family and Support Services
1615 W. Chicago Avenue, 5th Floor, Chicago, IL, 60622
Phone # 312-746-7848 or mrafac@cityofchicago.org**

Complete application materials are required to complete the application process.

If you are a person with a disability and require a reasonable accommodation 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). You may be required to provide information to support 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 OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
