



City of Chicago
Lori Lightfoot, Mayor

Department of Housing
Marisa Novara, Commissioner

NOTICE OF JOB OPPORTUNITY

PUBLIC SERVICE INTERN – UNPAID Construction and Compliance Division TC 0407

The Housing department is seeking students who want to acquire knowledge and valuable work experience in public sector/city government operations while assisting with various duties in the Construction and Compliance Division. The Construction and Compliance Division ensures that City Supported affordable housing and TIF developments comply with applicable construction and programming requirements, and is responsible for ensuring federal, state and local monitoring requirements for housing and economic development projects are met. The Division develops and implements policies and procedures for the department's affordable housing programs and services. As an intern, you will gain a unique insight into the workings of city government. The ideal student is highly motivated and dedicated to improving public service while obtaining "hands-on work experience in a fast-paced environment.

MINIMUM QUALIFICATIONS: Must be a current college level junior, senior or graduate school student in good academic standing, enrolled in an accredited four year college or university offering a baccalaureate or graduate degree program or an accredited law 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.

NOTE: A cumulative GPA of 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale must be maintained throughout the duration of internship/employment if hired.

PREFERENCE: Students who are majoring in Urban Planning, Public Policy, Public Administration, Business Administration, Real Estate and Finance are encouraged to apply.

NOTE: The Intern will report primarily to the Deputy and Assistant Commissioner of the Construction and Compliance Division and may also be assigned duties by DOH staff.

RESIDENCY REQUIREMENT: Not required

SALARY: Unpaid – may be used to obtain academic credit.

These are temporary positions.

HOURS: 21hrs/wk minimum. Hours are flexible to meet the needs of the student and the department.

CLOSING DATE FOR APPLICATIONS: Open Until Further Notice

DUTIES: Under direction of the Division Manager the Public Service Intern will perform various administrative functions including, but not limited to the following: compiling, tabulating, and analyzing records and data; research and collecting information for inclusion in studies and reports; research and draft policy and procedure documents to support long term monitoring program activities, special projects and other duties as assigned.

INSTRUCTIONS: Interested applicants should forward Resume, current transcripts and current letter of enrollment verification from the school's registrar/dean confirming current enrollment and grade level to:

Angela Cannon Ellis
Director of Administration
Department of Housing
121 N. LaSalle Street, Room 1000 Chicago, IL 60602
Phone: (312) 744-9610
Fax: (312) 744-0557
E-Mail: angela.cannon@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