



City of Chicago
Lori E. Lightfoot, Mayor

Department of Housing
Marisa Novara, Commissioner

NOTICE OF JOB OPPORTUNITY

PUBLIC SERVICE INTERN – UNPAID **Multi-Family Finance and Housing Preservation** **TC 0407**

The Department of Housing 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 Housing/Preservation Division. The Multi-Family Financing and Housing Preservation division is responsible for managing programs and processes associated with responding to community requests for land disposition, coordinating single and multi-family housing projects as well as developing and managing myriad programs to assist Chicagoans in acquiring, maintaining, and constructing single and multi-family homes and mixed-use developments. 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 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: Assigned duties are specific to current operational needs. Perform various administrative functions to support program activities; compile, tabulate and analyze statistical data; research and collect information for inclusion in negotiated sales, multi-family program reporting requirements and relocation plan needs as they relate to overall program continuity; research and draft policy documents; use various software packages to type documents, create spreadsheets and maintain databases; provide general information, maintain records and prepare work activity reports; perform various office clerical functions; participate in the organization, set-up and administration of special events and program activities; and perform related duties as required.

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