



**City of Chicago**  
Lori E. Lightfoot, Mayor

**Department of Housing**  
Marisa Novara, Commissioner

## NOTICE OF JOB OPPORTUNITY

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### **PUBLIC SERVICE INTERN – UNPAID** Policy and Research Division 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 Policy and Research Division. The Policy and Research Division is responsible for conducting research, performing analysis, providing advice, and developing best practice recommendations that reflect the residential land use and development priorities of the City of Chicago across housing types, with special attention to workforce and affordable housing. The Policy and Research Division also provides general support to the larger Department when city-assisted projects involving affordable housing are reviewed. The actual research prospects associated with this internship will be finalized with input from the student; however, the research support that we are seeking for this position involves key issues in affordable housing policy (state and federal); best practices among jurisdictions to address key housing issues; and important data and data sources to inform policy analysis. As an intern, your specific interest in affordable housing practices and principles across North America will be an asset and knowledge of Chicago history, a plus. 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 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 research functions to support the activities of the Policy and Research Division including compiling, tabulating and analyzing statistical data; researching and collecting information for inclusion in studies and reports; researching and drafting policy documents; creating spreadsheets and maintaining databases; maintaining records and preparing work activity reports; and performing 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:

**Amy Henry**  
**Director of Human Resources**  
**Department of Planning and Development**  
**121 N. LaSalle Street, Room 1000 Chicago, IL 60602**  
**Phone: (312) 744-6330**  
**Fax: (312) 744-0557**  
E-Mail: [amy.henry@cityofchicago.org](mailto:amy.henry@cityofchicago.org)

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

If you are a person with 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**