



**City of Chicago**  
Rahm Emanuel, Mayor

**Department of Innovation and  
Technology**  
Brenna Berman,

Commissioner & Chief Information Officer

---

## NOTICE OF JOB OPPORTUNITY

---

### **STUDENT INTERN/ VOLUNTEER UNPAID – Department of Innovation & Technology**

The Department of Innovation & Technology —is seeking to fill paid part-time internship positions for interested individuals with public administration backgrounds with interest in gaining experience and exposure to local government technology project management and administration.

**MINIMUM QUALIFICATIONS:** Must be a student in good academic standing currently enrolled in an accredited college, university, or law school **OR** a student in good academic standing currently enrolled in an accredited business or data processing/information technology 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.

**PEFERENCE:** Graduate Students and/or students majoring in public administration and public/urban policy and Technology Project Management will be given priority consideration. May work up to 20 hours per week, Monday through Friday, between 9:00 AM to 5:00 PM.

**RESIDENCY REQUIREMENT:** An applicant must be an actual resident of the City of Chicago for paid internships only. Proof of residency will be required at the time of the application.

**NOTE:** Current transcript, resume and current letter of enrollment verification from the School's Registrar/Dean confirming current enrollment and grade level and proof of residency will be required at the time of application.

This is a temporary position.

**SALARY:** unpaid

**CLOSING DATE FOR APPLICATIONS:** PERPETUAL

**DUTIES:** Providing general support to project staff. Assist with budgeting, finance, and development research. General administrative and clerical duties such as electronic filing, federal reporting and preparing meeting materials.

**NOTE:** Strong written and oral communication skills are essential in performing this job. You must be able to work independently, prioritize projects and deliver status reports in timely manner.

**INSTRUCTION:** Interested students should forward resumes and cover letters to:

City of Chicago

Department of Innovation & Technology

50 W. Washington St. Suite 2700

Chicago, IL 60602

OR

**Email:** [DOITHR@cityofchicago.org](mailto:DOITHR@cityofchicago.org)

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 EMPLOYER**

---

