



City of Chicago
Lori E. Lightfoot, Mayor

Department of Planning and Development

NOTICE OF JOB OPPORTUNITY

PUBLIC SERVICE INTERN – UNPAID **Historic Preservation Division –** **Landmark Designation and Survey** **TC 0407**

The Department of Planning and Development 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 Landmarks Designation and Survey unit within the Planning, Design and Historic Preservation Division. The Planning, Design and Historic Preservation Division is responsible for staffing the Commission on Chicago Landmarks, a nine-person commission appointed by the Mayor and City Council to recommend Chicago Landmarks to City Council. The Division also provides general assistance to the larger Department and to other City agencies when city-assisted projects involving historic properties are reviewed. The Landmark Designation and Survey unit identifies researches, compiles information, takes photographs, and writes reports concerning historic properties in the City of Chicago for a variety of purposes, including possible Chicago Landmark designation.

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 Historic Preservation, History, Public History, Architectural History, or related fields are encouraged to apply.

NOTE: Intern will report primarily to the Director of Research in the Planning, Design and Historic Preservation Division, but may also be assigned duties by other designation unit staff or other Historic Preservation Division staff.

RESIDENCY REQUIREMENT: Not required

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

These are temporary positions.

HOURS: 14 hrs/wk minimum. Hours are flexible to meet the needs of the student and the department.

CLOSING DATE FOR APPLICATIONS: Open Until Further Notice

DUTIES: Responsibilities of the Landmark Designation and Survey Intern may include: historic property research, both in-house and at various local research libraries and archives; researching owners and taxpayers of properties and creation of spreadsheets; architectural photography; assistance with on-going digitization; bulk mailings; data entry; clerical duties (copying, scanning, document preparation); report filing; communication with internal City of Chicago personnel; compiling information from a wide variety of sources; drafting, revising, editing, and reviewing documents as needed; and other duties related to the work of the larger Historic Preservation Division as assigned.

Skills Requested

- Microsoft Word, Excel, and PowerPoint. Experience with Microsoft Publisher and Adobe Photoshop would be a plus.
- Completed coursework in American history and/or architectural history.
- Knowledge of Chicago architecture and history would be a plus.
- Attention to detail; proactive in issue resolution and seeking solutions.
- Good verbal and written communication is essential as this work can be fast paced.
- Must be reliable, organized and have a positive attitude.

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

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