



**City of Chicago**  
Brandon Johnson, Mayor

**Department of Planning and Development**  
Ciere Boatright, Commissioner

## NOTICE OF JOB OPPORTUNITY

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### **PUBLIC SERVICE INTERN – UNPAID** **Commissioner's Office Process Improvement Division** **TC 0407**

The Department of Planning & 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 PI Division. The Process Improvement (PI) team is responsible for identifying inefficiencies, streamlining operations, and implementing data-driven strategies to enhance the effectiveness and impact of city services. Interns will work alongside a dynamic team focused on streamlining operations and increasing efficiency to deliver better services to Chicago residents. Through data analysis, project support, and cross-departmental collaboration, interns will develop valuable problem-solving and strategic thinking skills while contributing to impactful initiatives that shape how the city functions. 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:** Intern will report primarily to the Deputy Commissioner of the Process

Improvement Division, Tiara Hughes and may also be assigned duties by Process Improvement division 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:** As an intern with the Process Improvement team, you will support key projects aimed at enhancing city operations through research, data analysis, and process mapping. Duties may include gathering and analyzing performance metrics, assisting with the development of workflow documentation, preparing presentations and reports, and collaborating with various departments to identify opportunities for greater efficiency; and perform related duties as required. This role provides hands-on experience in public sector innovation and the opportunity to contribute to initiatives that improve how city services are delivered.

**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](mailto:angela.cannon@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**

