



City of Chicago
Lori E. Lightfoot, Mayor

Department of Planning and Development

NOTICE OF JOB OPPORTUNITY

PUBLIC SERVICE INTERN – UNPAID

Real Estate Division

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 Real Estate Division. The Real Estate Division is responsible for managing the city's inventory of surplus property, such as old fire and police stations and vacant land. 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.

PREFERENCE: Students who are majoring in Urban Planning, Public Policy, Public Administration, Business Administration, Real Estate and Finance are encouraged to apply.

NOTE: Resume, Official Transcript, and Original Letter of Enrollment Verification from the School's Registrar/Dean confirming current enrollment and grade level will be required at the time of application.

RESIDENCY REQUIREMENT: City of Chicago residency not required.

SALARY: Unpaid – may be used to obtain academic credit. **These are temporary positions.**

APPLICATIONS PERIOD: 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 studies and reports; 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.

HOURS: 21hrs/wk minimum – 35hrs/wk maximum. Hours are flexible to meet the needs of the student and the department.

NOTE: Intern will report primarily to the Director of Real Estate in the Real Estate division, but may also be assigned duties by other Real Estate unit staff.

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.

REQUIRED: ONLY APPLICANTS WHO SUBMIT COMPLETE PACKETS (RESUME, CURRENT TRANSCRIPTS, AND OFFICIAL ENROLLMENT VERIFICATION LETTER WILL BE CONSIDERED.

INSTRUCTIONS: Interested applicants should forward all required documentation 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

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