



City of Chicago
Lori E. Lightfoot, Mayor

Department of Planning and Development

NOTICE OF JOB OPPORTUNITY

PUBLIC SERVICE INTERN – UNPAID **TIF Administration 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 Tax Increment Financing (TIF) Administration Division. The TIF Division is responsible for managing the TIF program which promotes public and private investment across the city. Funds are typically used to build and repair streets, schools, and parks; clean polluted land and put vacant properties back to productive use, usually in conjunction with private development projects. 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 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 administrative functions to support database used throughout the Department; compile, tabulate and analyze data from Redevelopment Plans to assist in creating reports for various TIF districts; research and collect information for inclusion in State mandated reports; use various software packages to type documents, create spreadsheets and maintain databases; perform various office clerical functions; participate in the organization; and perform 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

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

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.
