



City of Chicago
Lori E. Lightfoot, Mayor

Department of Planning and Development

NOTICE OF JOB OPPORTUNITY

PUBLIC SERVICE INTERN – UNPAID **Workforce Solutions 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 Workforce Solutions Division. The Workforce Solutions Division is responsible for facilitating the delivery of workforce services specific to business expansion, relocation and stabilization of Chicago businesses. The unit provides employment and skill upgrade opportunities for Chicago residents. TIFWorks stimulates business success by funding workforce-training costs for companies located in tax increment financing (TIF) districts. 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: Intern will report to the Assistant Commissioner of the Workforce Solutions Division, Dawn Fuentes

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 program activities and projects; compile, tabulate and analyze statistical data; research and collect information for inclusion in projects and reports; assist in the development of an operational manual, and the streamlining and standardization of operational procedures; participate in the development of surveys and focus groups, 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.**