NOTICE OF JOB OPPORTUNITY

PUBLIC SERVICE INTERN - Unpaid – Policy and Advocacy

MINIMUM QUALIFICATIONS: Must be a current college level junior, senior or graduate/law school student enrolled in an accredited four year college or university offering a baccalaureate or graduate degree program or an accredited law school, with a minimum grade point average of 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale.

Preference: Students currently enrolled in a Master’s program in Policy, Government, Public Administration or related field; with related coursework, job, or volunteer experience preferred.

NOTE: Cover Letter, Resume, Current Transcript and current enrollment verification letter from school currently attending are required at the time of application.

RESIDENCY REQUIREMENT: City of Chicago residency is not required.

These are temporary positions.

SALARY: Unpaid - May be used to satisfy academic credit requirements.

CLOSING DATE: Open until further notice
**DUTIES:** Compile and analyze quantitative and qualitative data and incorporate findings into reports; Research policy best practices and implications in other state and local governments; Attend internal meetings; Represent the department through official communications and meetings with external entities; and Identify, track, analyze, and summarize policy and legislation.

**INSTRUCTION:**

Interested candidates should send: cover letter, resume, official transcript and enrollment verification letter from school currently attending to:

Monica Rafac  
Deputy Commissioner/Human Resources  
Department of Family and Support Services  
1615 W. Chicago Avenue, 5th Floor, Chicago, IL, 60622  
Phone # 312-746-7848 or mrafac@cityofchicago.org

Complete application materials are required to complete the application process.

If you are a person with a 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.

*Students who are Deferred Action Recipients are eligible to apply. You must provide your Employment Authorization Document at the time of hire. In addition, if you are selected for a paid internship, you must also have a social security card. If you do not have a social security card, you can obtain one by following the instructions on this link:* [http://www.socialsecurity.gov/pubs/deferred_action.pdf](http://www.socialsecurity.gov/pubs/deferred_action.pdf)

**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 EMPLOYER**