



City of Chicago
Rahm Emanuel, Mayor

DEPARTMENT OF FAMILY AND SUPPORT SERVICES
Evelyn Diaz, Commissioner

NOTICE OF JOB OPPORTUNITY

PUBLIC SERVICE INTERN -Unpaid – Department of Family and Support Services- Youth Services Unit

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 majoring in Social Work, Public Administration, Education, English or a similar field with related coursework, job, or volunteer experience preferred.

NOTE: All projects assigned are confidential with time-sensitive deadlines. Department description noted below.

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: Youth Services is seeking students to work as unpaid interns or for school credit assisting with various administrative tasks (i.e. Creating spreadsheets, PowerPoint presentations, filing, managing correspondence, reading and evaluating proposals) and other duties as assigned. Intern will need strong written and oral communication skills. Ability to work in a fast paced office environment, manage multiple shifting priorities, self-motivation, creativity and a positive attitude are a must.

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.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT