CLASS TITLE: STUDENT INTERN – MAYOR'S OFFICE

CHARACTERISTICS OF THE CLASS

The Student Intern Program is for students seeking to gain knowledge of, and valuable work experience in, public sector / city government operations. Work hours are flexible to meet the needs of students and city departments. These are temporary positions.

Internships are limited to one academic year. Students are limited to working one internship (lasting no more than one academic year) per City Department.

ESSENTIAL DUTIES

As Interns, positions may be assigned to work in various areas within the Mayor's Office, included but not limited to: Correspondence Unit, Office of the Press Secretary, Information Technology, etc. Specific duties and responsibilities will be assigned based on the operational needs of the unit.

General Operations

- Perform various administrative functions to support program activities
- Compile, tabulate and analyze statistical data, and research and collect information for inclusion in studies and reports
- Use various software packages to type documents, create spreadsheets and maintain databases
- Provide general information regarding programs and services to the public
- Review and process applications for programs and services and explain program requirements to applicants
- Maintain records and prepare work reports; perform various office clerical functions
- Participate in the organization, set-up and administration of special events and program activities
- Perform related duties as required

Correspondence Unit

- Provide assistance on projects which are confidential with time-sensitive deadlines
- Assist with drafting and editing letters from the mayoral office
- Assist with drafting and editing official proclamations

Information Technology Projects

- Participate in the development and support of technology projects including research, design, software development and testing
- Develop code or writes programs for small scale projects within assigned technical area based on business requirements documents / and or technical design documents
- Collaborate with the Department of Innovation and Technology on the ongoing support of existing technology projects
- Participate in the redesign of front/back end user interfaces utilizing coding skills (e.g., JavaScript, HTML, CSS, Java and/or Python)
- Explore ways of enhancing information located on the City's data portal

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Must be a student in good academic standing currently enrolled in an accredited college, university, or law school **OR** a student in good academic standing currently enrolled in an accredited business or data processing /information technology 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

- Students must maintain the required GPA throughout the duration of their employment / internship

- Must be enrolled in school with a minimum of 6 credit hours (or quarter hour equivalency) throughout the duration of internship, with the exception of academic breaks, i.e. summer

- Proficiency using Microsoft Office Applications – Word, Excel and Power Point

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- administrative and clerical methods and procedures
- City government programs and services
- applicable computer software packages and applications

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

City of Chicago
Department of Human Resources
January, 2013