



City of Chicago
Lori E. Lightfoot, Mayor

NOTICE OF JOB OPPORTUNITY

PUBLIC SERVICE INTERN – UNPAID **Accessibility Compliance Unit**

Mayor's Office for People with Disabilities
Rachel Arfa, Commissioner

DESCRIPTION: The Mayor's Office for People with Disabilities is seeking a student who wants to acquire knowledge and valuable work experience in the public sector/ city government operations while assisting with various duties in the Accessibility Compliance Unit. The ACU helps ensure that accessibility requirements are met for architectural projects proposed by developers, architects, and builders. The ACU team is responsible for ensuring that building permit applications and associated architectural/engineering plans are in conformance with the accessibility provisions of the Chicago Building Code and Illinois Accessibility Code. Through meetings and design reviews with architects and engineers and accessibility surveys of existing and newly-constructed building, the ACU contributes technical expertise and guidance that helps maintain and improve the accessibility of the built environment for all City residents.

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 bachelor's or graduate degree program in architecture, interior design, or urban planning.

PREFERENCE: Students majoring in Architecture, Interior design, or urban planning.

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: This position is open and accepting applications until further notice.

LOCATION- City Hall- 121 N. LaSalle Street, Room 104

HOURS- 21 Hours per week

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

Thomas Ciesielski
Deputy Commissioner of Compliance
thomas.ciesielski@cityofchicago.org

Complete application materials are required to complete the application process.

Students who are Deferred Action Recipients are eligible to apply for volunteer and internship opportunities. 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/deferredaction.pdf>

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 or disabilityaccommodations@cityofchicago.org. 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.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.

City of Chicago

Department of Human Resources

Lori Lightfoot, Mayor

Christopher Owen, Commissioner