



Code: 0406

Family: Clerical and Office Administration
Service: Administrative
Group: Clerical, Accounting and General Office
Series: General Clerical

CLASS TITLE: STUDENT INTERN – ALDERMANIC

CHARACTERISTICS OF THE CLASS

The Aldermanic Student Intern Program is a ten (10) week summer program that provides college students with valuable work experience in the public sector and city government operations. Interns will have the opportunity to attend a City Council meeting, a City Council Committee meeting, community meetings and a CAPS (Chicago Alternative Policing Strategy) meeting.

Interns work a thirty-five (35) hour work week which may include evenings and/or weekends.

ESSENTIAL DUTIES

- Assigned duties specific to the operational needs of their Aldermanic office
- Research and analyze proposed City ordinances
- Perform various administrative functions to support program activities
- Draft informational materials and correspondence in response to inquiries
- Distribute informational materials at meetings and community events
- Maintain records and prepare work reports
- Perform office clerical functions including answering phones, taking service requests from constituents and providing basic information
- Use various software packages to type documents, create spreadsheets and maintain databases
- Participate in the set-up and operation of special events and program activities
- Perform related duties as required

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 offering an Associate, Baccalaureate or graduate degree program **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
- Must have knowledge of Microsoft Office Applications – Word, Excel and Power Point

WORKING CONDITIONS

- General office environment
- Outside environment, i.e. community events

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
- Microsoft Office Applications – Word, Excel and Power Point

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
September, 2012