NOTICE OF JOB OPPORTUNITY

25th WARD PUBLIC SERVICE INTERN- TC 0407

The 25th Ward is seeking an intern to assist with administrative tasks such as filing, office organization, administrative support, phones and correspondence. The ideal intern should be motivated with strong multi-tasking skills, great attention to detail and strong interpersonal communication skills. Interns will be assigned duties specific to the operational needs of the 25th Ward Aldermanic office.

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

NOTE: You must provide a current transcript, resume and current letter of enrollment verification from the school’s registrar/dean confirming enrollment (or National Student Clearinghouse Proof of Enrollment Certificate) and grade level in order to be considered for the internship.

RESIDENCY REQUIREMENT: Not Required

PREFERENCE: Preference will be given to students who reside in the 25th Ward

NOTE: All projects assigned are confidential with time-sensitive deadlines.

These are temporary positions.

2013-2014 SALARY: This is an UNPAID internship. Possible summer paid internship opportunity.

CLOSING DATE: Open Until further Notice
DUTIES: Duties can include, but are not limited to, researching and analyzing proposed City ordinances; performing various administrative functions to support program activities; drafting informational materials and correspondence in response to inquiries; distributing informational materials; maintaining records and preparing reports; creating spreadsheets and maintaining databases; participating in the set-up and operation of special events and program activities; and performing related duties, as required. Interns will also have the opportunity to attend one City Council meeting, one City Council Committee meeting, community meetings, and a CAPS meeting. Interns may need to travel between the Alderman’s ward office and the Alderman’s office at City Hall. Performs related duties as required.

NOTE: Interns should be available to work a minimum of 15 - 20 hours per week which may include evenings and /or weekends.

NOTE: Only applicants who submit all the required documents will be considered.

INSTRUCTION: Interested applicants should forward a resume, current enrollment verification letter and current transcripts to the following:

25th Ward Office C/O
The Honorable Daniel S. Solis
1800 South Blue Island Ave
Chicago, IL 60608
Attention: Lauro Roman
lauro.roman@cityofchicago.org

PHONE: 773-523-4100

If you are a person with 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

THE CITY OF CHICAGO IS AN EQUAL OPPORTUNITY EMPLOYER