



CITY OF CHICAGO

Rahm Emanuel, Mayor

DEPARTMENT OF PUBLIC HEALTH

Julie Morita, Commissioner

NOTICE OF JOB OPPORTUNITY

PUBLIC SERVICE INTERN – UNPAID

Human Resources Section

DESCRIPTION: The Chicago Department of Public Health (CDPH) promotes and improves health by engaging residents, communities and partners in establishing and implementing policies and services that prioritize residents and communities with the greatest need. At CDPH, diversity is one of our core values. Individuals from diverse racial and ethnic backgrounds as well as those of all sexual orientations and gender identities are encouraged to apply.

CDPH's Human Resources Section is seeking students with an interest in Business, Management, Human Resources or a similar field with related coursework to join our team for an internship. Work hours are flexible to meet the needs of students and are required to work a minimum of 16 hours per week within the core business hours of 8:30am to 4:30am, Monday - Friday. Computer skills with a proficiency in Microsoft Office, Word, Excel.

DUTIES: Interns will have opportunity to learn about Public Health Department operations. Under direct supervision, student interns will perform various functions to support several different areas related to Human Resources. Creating spreadsheets and maintaining databases; clerical duties (copying, scanning, document preparation); assist in filing, shredding, answering phones, maintaining records and preparing reports. Will often work independently.

MINIMUM QUALIFICATIONS: Must be a college sophomore, junior, senior or graduate level student in good academic standing, enrolled in an accredited four year college or university offering a baccalaureate or graduate degree program, with a minimum cumulative grade point average of 2.5/4.0 or 3.5/5.0.

RESIDENCY REQUIREMENT: City of Chicago residency is not required.

SALARY: UNPAID - may be used to obtain academic credit.

CLOSING DATE: Open until further notice.

INSTRUCTIONS: For consideration, interested candidates MUST EMAIL, as a packet, the following: cover letter and resume to Jeannette Soto, Administrative Services Officer II at Jeannette.Soto@cityofchicago.org, with “Human Resources Internship” in the subject line.

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 (voice) or 312-744-5035 (TTY). 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