



**City of Chicago**  
Rahm Emanuel, Mayor

**Department of Planning and Development**  
DAVID L. REIFMAN, COMMISSIONER

## NOTICE OF JOB OPPORTUNITY

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### **PUBLIC SERVICE INTERN – UNPAID** **Multi-Family Finance and Housing Preservation** **TC 0407**

The Department of Planning & Development is seeking students who want to acquire knowledge and valuable work experience in public sector/city government operations while assisting with various duties in the Housing/Preservation Division. The Multi-Family Financing and Housing Preservation division is responsible for managing programs and processes associated with responding to community requests for land disposition, coordinating single and multi-family housing projects as well as developing and managing myriad programs to assist Chicagoans in acquiring, maintaining and constructing single and multi-family homes and mixed use developments. As an intern, you will gain a unique insight into the workings of city government. The ideal student is highly motivated and dedicated to improving public service while obtaining "hands-on work experience in a fast paced environment.

**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 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 3.5 on a 5.0 grading scale.

**NOTE:** A cumulative GPA of 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale must be maintained throughout the duration of internship/employment if hired.

**PREFERENCE:** Students who are majoring in Urban Planning, Public Policy, Public Administration, Business Administration, Real Estate and Finance are encouraged to apply.

**NOTE:** Intern will report primarily to Deputy Commissioner Tracy Sanchez and Assistant Commissioners Will Edwards and Bryan Esenberg and may also be assigned duties by Housing/Preservation staff.

**RESIDENCY REQUIREMENT:** Not required

**SALARY:** Unpaid – may be used to obtain academic credit.

**These are temporary positions.**

**HOURS:** 21hrs/wk minimum. Hours are flexible to meet the needs of the student and the department.

**CLOSING DATE FOR APPLICATIONS:** Open Until Further Notice

**DUTIES:** Assigned duties are specific to current operational needs. Perform various administrative functions to support program activities; compile, tabulate and analyze statistical data; research and collect information for inclusion in negotiated sales, multi-family program reporting requirements and relocation plan needs as they relate to overall program continuity; research and draft policy documents; use various software packages to type documents, create spreadsheets and maintain databases; provide general information, maintain records and prepare work activity reports; perform various office clerical functions; participate in the organization, set-up and administration of special events and program activities; and perform related duties as required.

**INSTRUCTIONS:** Interested applicants should forward Resume, current transcripts and current letter of enrollment verification from the school's registrar/dean confirming current enrollment and grade level to:

**Amy Henry**  
**Director of Human Resources**  
**Department of Planning and Development**  
**121 N. LaSalle Street, Room 1000 Chicago, IL 60602**  
**Phone: (312) 744-6330**  
**Fax: (312) 744-0557**  
E-Mail: [amy.henry@cityofchicago.org](mailto:amy.henry@cityofchicago.org)

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

**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**