



City of Chicago
Rahm Emanuel, Mayor

DEPARTMENT OF FAMILY AND SUPPORT SERVICES
Evelyn Diaz, Commissioner

NOTICE OF JOB OPPORTUNITY

PUBLIC SERVICE INTERN -Unpaid – Department of Family & Support Services- Human Service Delivery

The Department of Family and Support Services is seeking Masters level students to assist with duties related to the various divisions/units that provide programs and services to the citizens of Chicago.

MINIMUM QUALIFICATIONS Must be a current college level junior, senior or graduate/law school student enrolled in an accredited four year college or university offering a baccalaureate or graduate degree program or an accredited law school, with 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.

Preference: Students currently enrolled in a Master in Social Work program; previous related coursework, job, or volunteer experience preferred.

NOTE: All projects assigned are confidential with time-sensitive deadlines. Department description noted below.

NOTE: Cover Letter, Resume, Official Transcript and enrollment verification letter from school currently attending are required at the time of application.

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: Open until further notice.

DUTIES: Interns will be assigned to various units throughout the Department of Family and Support Services, according to the department's needs. Assignments are made with the goal of allowing the student to obtain knowledge and experience that will benefit them in the future. They will perform a wide variety of duties, including but not limited to the following: the use of various software programs to type documents, create spreadsheets and maintain databases; compile and tabulate data/research information for reports; provide general information to the public regarding the programs offered by the department; maintain records; perform related clerical duties as required, intake and provide direct services to client under supervision by MSW.

INSTRUCTION:

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

**Monica Rafac
Deputy Commissioner/Administrative Services
Department of Family and Support Services
1615 W. Chicago Avenue, 5^h Floor, Chicago, IL, 60622
Phone # 312-746-7848 or mrafac@cityofchicago.org**

Complete application materials are required to complete the application process.

If you are a person with a 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/AFFIRMATIVE ACTION EMPLOYER
