



**City of Chicago**  
Rahm Emanuel, Mayor

DEPARTMENT OF FAMILY AND SUPPORT SERVICES  
Evelyn Diaz, Commissioner

## NOTICE OF JOB OPPORTUNITY

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### **PUBLIC SERVICE INTERN -Unpaid - Human Resources Division**

**MINIMUM QUALIFICATIONS** Must be a current college or city college student in good academic standing, enrolled in an accredited two or four year college or university. 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 grade scale.

**PREFERENCE:** Students majoring in Business Administration, and Business Management, or a similar field with related coursework. Work hours are flexible to meet the needs of students, however, during the winter and spring semester/quarter student are required to work a minimum of 16 hours per week; Yearlong. Computer skills with a proficiency in Microsoft Office, Word, Excel.

**NOTE:** Selected Candidates will be required to be fingerprinted before placement.

**RESIDENCY REQUIREMENT:** City of Chicago residency is not required.

These are temporary unpaid positions.

**SALARY:** Unpaid - May be used to satisfy academic credit requirements.

**CLOSING DATE:** Open until further notice.

**DUTIES:** Interns will have opportunity to learn about Family and Support Services 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, answering phones, maintaining records and preparing reports. Required to work independently.

**DESCRIPTION:** The Department of Family and Support Services' Human Resources is seeking to fill internship positions for interested individuals with Business Administration, and Business Management backgrounds. Interns will gain experience and exposure to local government Human Resources policies. We seek a motivated candidate with strong multi-tasking skills, great attention to detail. All projects assigned are confidential with time-sensitive deadlines. Interns will assist with special projects as needed. Interns must be very reliable, independently, flexible, eager to learn and highly organized. Interns should ideally be available to work part-time (at least 16 to 21 hours a week).

**INSTRUCTION:** Interested candidates should send: Current Official or Unofficial Transcript, cover letter, resume and current letter of enrollment verification from the school's registrar/dean confirming current enrollment and grade level will be required at the time of application to:

**Monica Rafac**  
**Deputy Commissioner/Human Resources**  
**Department of Family and Support Services**  
**1615 W. Chicago Avenue, 5<sup>th</sup> Floor, Chicago, IL, 60622**  
**Phone # 312-746-7848 or [mrafac@cityofchicago.org](mailto: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

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**THE CITY OF CHICAGO IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

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