



City of Chicago
Rahm Emanuel, Mayor

DEPARTMENT OF FAMILY AND SUPPORT SERVICES
Evelyn Diaz, Commissioner

NOTICE OF JOB OPPORTUNITY

PUBLIC SERVICE INTERN -Unpaid – Policy and Advocacy TC: 0407

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 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's program in Policy, Government, Public Administration or related field; with related coursework, job, or volunteer experience preferred.

NOTE: Cover Letter, Resume, Current Transcript and current 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: Compile and analyze quantitative and qualitative data and incorporate findings into reports; Research policy best practices and implications in other state and local governments; Attend internal meetings; Represent the department through official communications and meetings with external entities; and Identify, track, analyze, and summarize policy and legislation.

INSTRUCTION:

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

Monica Rafac
Deputy Commissioner/Human Resources
Department of Family and Support Services
1615 W. Chicago Avenue, 5th 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.

Students who are Deferred Action Recipients are eligible to apply. You must provide your Employment Authorization Document at the time of hire. In addition, if you are selected for a paid internship, you must also have a social security card. If you do not have a social security card, you can obtain one by following the instructions on this link: http://www.socialsecurity.gov/pubs/deferred_action.pdf

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT

