



City of Chicago
Rahm Emanuel, Mayor

DEPARTMENT OF FAMILY AND SUPPORT SERVICES
Evelyn Diaz, Commissioner

NOTICE OF JOB OPPORTUNITY

PUBLIC SERVICE INTERN -Unpaid – Senior Services

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. Student must be enrolled in school with a minimum of 6 credit hours (or quarter hour equivalency throughout the duration of internship, with the exception of academic breaks, i.e. summer.

NOTE: Students must maintain the require GPA throughout the duration of their internship. Internships are limited to one academic year. Students are limited to working an internship (lasting no more than one academic year) per City Department.

Preference: Students majoring in Social work with related coursework, job, or volunteer experience preferred. (MSW Students)

Students majoring in Social Services related programs, Gerontology, Recreation, Communications and Media.

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

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: Senior Services/Area Agency on Aging is seeking students to work for school credit or as volunteers assisting with:

- At-risk elderly, care planning, caregiver assessment, support group facilitation, crisis intervention, and other duties as assigned.
- Program operations at senior centers including: programming, social service assistance, assisting senior center participants, completing reports, client satisfaction surveys, special research assignments, development of monthly program calendars and flyers, social media usage and other program promotion efforts, and other duties as assigned.

INSTRUCTION:

Interested candidates should send: cover letter, resume, current transcript and current 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**

Only complete applications with the all the required documentation will be considered.

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
