



## 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**

Finance Division

**TC 0407**

The Department of Housing and Economic 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 Finance Division. The Finance Division is responsible for fiscal management of HED operations, to include disbursement, procurement, contracts, reports, fiscal reporting, grants management, budgeting and audit requirements.

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 the Director of Finance, Leonard Obilor.

**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 to support the operational needs of the Finance Division by performing various administrative functions to include scanning documents electronically into a designed data base and to use various software packages to type documents, create spreadsheets and maintain databases; participate in the organization, and administration of special projects that are fiscal reporting in nature; 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.**

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