City of Chicago
Rahm Emanuel, Mayor

Department of Planning and Development
David L. Reifman, Commissioner

NOTICE OF JOB OPPORTUNITY

PUBLIC SERVICE INTERN – UNPAID

Historic Preservation Division – Permit Review
TC 0407

The Department of Planning and 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 Permit Review unit within the Historic Preservation Division. The Historic Preservation Division is responsible for staffing the Commission on Chicago Landmarks, a nine-person commission appointed by the Mayor and City Council to recommend Chicago Landmarks to City Council. The Division also provides general assistance to the larger Department and to other City agencies when city-assisted projects involving historic properties are reviewed. The Permit Review unit reviews pre-permit and permit applications concerning proposed work to landmark buildings and properties in landmark districts.

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 majoring in Architecture, Historic Preservation, Planning, Materials Conservation, Architectural History, Art History, or related fields are encouraged to apply.

NOTE: Intern will report primarily to the manager of the permit review unit in the Historic Preservation Division, but may also be assigned duties by other permit review unit staff or other Historic Preservation Division staff.

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: Responsibilities of the Permit Review Intern may include: assisting permit reviewers with review process, data entry, file management, property research, site visits, and scope of work analysis. Other duties related to the work of the larger Historic Preservation Division as assigned.

Skills Requested

- Experience using computer software such as: Microsoft Word, Excel, and PowerPoint. Experience with Adobe In Design and Photoshop would be a plus.
- Familiarity with reading architectural plans and/or construction documents a plus.
- Knowledge of Chicago architecture and history would be a plus.
- Attention to detail; proactive in issue resolution and seeking solutions.
- Good verbal and written communication is essential as this work can be fast paced.
- Must be reliable, organized and have a positive attitude.

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**

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

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer