NOTICE OF JOB OPPORTUNITY

Office of the Legislative Inspector General Office

PUBLIC SERVICE INTERN:
The City of Chicago, Office of the Legislative Inspector General Office is seeking students with an interest in local government or criminal justice issues to join our office for an internship.

MINIMUM QUALIFICATIONS:
Must be a college junior, senior or graduate level 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, with a minimum cumulative grade point average of 2.5/4.0 or 3.5/5.0.

NOTE: Current transcript, resume and original letter of enrollment verification is required at time of application.

Undergraduate and graduate students (including Law Students) are encourage to apply.

RESIDENCY REQUIREMENT: Residency is not required

2014 SALARY: UNPAID; may also be used to obtain academic credit

Currently accepting applications for Summer and Fall 2014 internships

DUTIES: The extern’s duties may include: (a) legal research; (b) investigative tasks; (c) researching best practices in governmental management and accountability; and (d) assisting the Legislative Inspector General in his projects relating to investigations, law enforcement projects, and administration.

INSTRUCTION:
For consideration, submit resume, letter of interest, current transcripts and current enrollment verification to:

Faisal Khan, Legislative Inspector General
Office of the Legislative Inspector General
740 N Sedgwick, Suite 300
Chicago, Illinois 60654
(312)744-2312

If you are a person with disability and require a reasonable accommodation in order to participate in the application process, please contact the City of Chicago, Office 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

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

THE CITY OF CHICAGO IS AN EQUAL OPPORTUNITY EMPLOYER