



City of Chicago

Lori Lightfoot, Mayor

Department of Buildings

Matthew Beaudet, Commissioner

NOTICE OF JOB OPPORTUNITY

PUBLIC SERVICE INTERN – UNPAID

TC 0407

The City of Chicago Department of Buildings is seeking to hire talented and self-motivated students who are eager to obtain a broad range of experience.

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, Journalism, Public Relations, Finance, Labor Relations, Information Technology, Liberal Arts or Law School are preferred. Work hours are flexible to meet the needs of students, however, during the winter and spring semester/quarter student are desired to work 16 to 20 hours per week. During the summer months students are desired to work 35 hours per week.

NOTE: Resume current transcripts and current letter of enrollment verification from the school's registrar/dean confirming current enrollment and grade level and will be required at the time of application.

RESIDENCY REQUIREMENT: Not required

These are temporary unpaid positions.

SALARY: Unpaid – however, some participants may be able to receive school grants or academic credit.

CLOSING DATE FOR APPLICATIONS: Open Until Further Notice

DUTIES: Under direct supervision student interns will perform various functions to support several different areas related to law, municipal prosecutions, public relations, labor issue, environmental issues, both Federal and State Litigation, municipal legislation and state legislation. In addition, developing application for departments Information Technology needs.

NOTE: Only applicants who submit all the required documents will be considered. Positions will be filled throughout the 2021 calendar year as needed.

INSTRUCTION: Interested applicants should forward all required documentation to: **Stephanie Boykin:** Fax: 312-743-9124 or can be e-mailed at stephanie.boykin@cityofchicago.org

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, 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 EMPLOYER