

# **CITY OF GLENDALE INTERNSHIP PROGRAM**

## **INTRODUCTION**

The City of Glendale Intern Program is designed to engage in public service undergraduate students from a variety of academic disciplines. These individuals must have a clear interest in, and commitment to, a career in the management of public and city policy.

The Intern will become acquainted with the challenges and rewards of government work, expand his/her knowledge of city government, acquire in-depth knowledge of the City of Glendale and develop basic administrative skills for a successful career in public administration. In return, the program will provide the City with fresh ideas and new perspectives on a variety of organizational issues and serve as a continuing source of trained individuals to meet the challenges of city management within the City of Glendale.

## **ELIGIBILITY**

Eligible candidates are junior or senior undergraduate students with an overall GPA of at least 3.0 who are attending an accredited college or university.

Candidates should possess exceptional interpersonal and team skills, analytical thinking, and superior oral and written communication skills. In addition, applicants should demonstrate interest in government service and a commitment to a career in management of public policies and programs.

## **APPLICATION & SELECTION PROCESS**

Candidates should submit a City of Glendale volunteer/intern application form; the names, addresses, and telephone numbers of three references (at least one of whom must be a faculty member or an academic advisor); and a one to three page essay detailing career objectives and the benefits that will accrue to the intern and the City.

## **SCHEDULE**

There is a 15-30 hour per week commitment by the Intern. Hours may be flexible to accommodate needs of a department as well as availability of Interns.

## **WORK PLAN**

**Internship positions are non paid.** A written work plan must be completed and expectations must be well understood by all participants. If the intern presents a form specific to his or her institution, the department should use that one. In either case the supervisor and intern must discuss the expectations for the internship, agree upon its description and sign the completed document.

## **ACADEMIC & PROFESSIONAL OBJECTIVES**

An internship is an opportunity for a student engaged in a professional course of study to assist a department with a specific project or initiative related directly or indirectly to their academic work.

To the extent possible, Interns should be given a full range of professional responsibilities as would be given a regular employee. They should have a high degree of responsibility for a project of more limited scope and clerical tasks should only be assigned to the same extent that city departments assign them to other professional staff.

Assignments might include involvement in developing budgets or workplans, participation on an organizational task force, or leading a small workgroup. Some projects should expose the Intern to high-level managers and provide insight into the managers' responsibilities.

## **ROTATIONS**

Rotation among various work units or divisions within a department is encouraged. Rotations should involve different types of work by including as many different functions or units within the department as possible and maximizing opportunities for interface with other city departments.

Please send Intern applications to:

City of Glendale  
HR Programs Coordinator  
Human Resources Department  
5850 West Glendale Ave  
Glendale AZ 85301