

## Internship Program

The City of Alpine's Internship Program provides eligible students with the opportunity to work and gain real-world experience within City departments. Students are enabled to link theory with practice and develop specialized skills that cannot be taught in the classroom.

Participation in the Program is open to all City departments and offices, providing students with internship opportunities to meet their future career goals. The program is available to students of vocational or technical schools, colleges, and universities to ensure participation from a diverse group of students with varied interests, majors, and backgrounds.

### Goals of the Internship Program

- A year-round source of motivated pre-professionals.
- Good candidates to support temporary, seasonal, or busy positions and projects.
- A method of identifying and training potential future employees.
- Students that bring new ideas, skills, and points of view to old and new problems.
- Well-prepared, short-term assistance to support current employees so they can pursue higher projects.
- An opportunity for supervisory experience to current staff members.
- Increased diversity.
- An opportunity to fulfill a civic and professional responsibility by providing young professionals with real work experience.

**Occur any time during the year. Note:** Fall internships typically run from the end of August/beginning of September through the beginning of December.

January Term internships run for 9 weeks in beginning in January.

Summer internships typically run from the middle/ end of May for 9 weeks through the summer.

Other start and end dates may be arranged if agreed upon by the student, organization, and if done for credit, the student's academic department.

**Have varying time commitments** Part-time hours (to be determined by the student and his/her supervisor).

Students completing an internship for academic credit must typically complete at least 120 hours with the organization; other minimum-hour requirements exist by academic department. Non-credit internships have a 90-hour minimum requirement. Internships normally run during the course of one semester (at least 9 weeks), but this may vary depending on the needs of the student and the organization, and the requirements set forth by the student's academic department.

### Student Eligibility

The following requirements apply:

1. Be currently enrolled in an accredited vocational or technical school, college, or university (all majors welcome)
2. Have completed of the second year of your program of study (preferred)
3. Commit to the entire internship session
4. Be eligible to work in the United States
5. Possess a willingness to learn, positive attitude, and self-motivation

### How to Apply

1. **General Application** - To request an internship with the City, complete a [general application](#) for employment. An application must be submitted for each semester during which you are interested in interning. As part of the application,

you can request the department(s) you are interested in working with. Eligible applications will be forwarded to the hiring department for consideration. If a department is able to host an intern, an interview will be scheduled with the selected applicants.

2. A separate application must be submitted for each opportunity in order to be considered.
3. Each intern must comply with standard hiring practices, which includes a background check.
4. Provide a resume or cover letter.
5. Provide institution documentation for internship and unofficial transcript.

## **Program Details**

- Paid and unpaid internships may be available (maximum 12 hour workweek during the semester if internship is unpaid)
- Internships may be eligible for college credit\*
- Work locations and schedules vary by department
- Duties vary by department
- Starting and ending dates are based upon the needs of the department and will be coordinated with the intern

\*Speak with your college or university's academic advisor or career placement office to determine credit eligibility and requirements.

## **Job Summary**

Under general supervision, is assigned to a City Department to assist in general administrative functions for the purpose of developing a working knowledge of a targeted area in municipal government. Performs internship duties in accordance with benchmarked professional positions. Level of duties performed depends on type of program and degree program the student is enrolled in. Exercises no supervision.

This position is an "unclassified" position and has no disciplinary appeal rights. This position is likewise subject to at-will employment status and can be terminated at any time for any reason.

## **Essential Job Functions**

- Learns about area of career interest by observing and assisting professionals in the assigned department where work will be performed.
- May assist in the coordination, administration and/or monitoring of specific programs.
- May assist with collecting and organizing data for research.
- May assist with performing analyses and prepare data for reports.
- May suggest solutions to existing problems and discuss recommendations with administrative personnel.
- Assists with special projects as assigned.

## **Job Requirements**

- Must be enrolled in a U.S. Department of Education accredited Associate's Degree program, vocational or technical school, with the first year of the program completed; or,
- Enrolled in U.S. Department of Education accredited undergraduate degree program; or

- Enrolled in a U.S. Department of Education accredited graduate or post graduate degree program.

**SPECIAL INSTRUCTIONS:**

A resume, unofficial transcript are required and must be attached to your application.

**PHYSICAL REQUIREMENTS:**

Physical requirements include occasional lifting/carrying of 5 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting, and kneeling to perform the essential functions. Working conditions are primarily inside an office environment, but may vary depending on assignment.

**APPLICANT INFORMATION:**

- Please be advised that if selected for this position, information regarding employment history as it relates to the qualifications of the position will be needed for employment verification. Applicants claiming military service to meet the experience requirement for this position may attach a DD214 to the application.
- Applicants selected for employment with the City of Alpine in this position must receive satisfactory results from pre-employment drug testing and background checks. If required for the position, a physical, motor vehicle record evaluation, and additional background checks may be conducted.
- If selected for this position, official transcripts, diplomas, certifications and licenses must be submitted at the time of processing. Unofficial transcripts and copies of other relevant documents may be attached to the application for consideration in advance.

**Knowledge, Skills, and Abilities**

- Effective interpersonal skills.
- Skill in operating a personal computer and utilizing rudimentary software.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to gather information for reports.
- Ability to learn pertinent Federal, State, and local laws and ordinances.
- Ability to establish and maintain effective working relationships with City staff and the general public.

**Information to provide in your resume or cover letter:**

What best describes the type of program you will be enrolled in during the time period of the year?

- |  |  |
|--|--|
| • Vocational or Technical School Program | • Master's Degree Program                              |
| • Associate's Degree Program             | • Doctoral / Juris Doctoral Degree Program (PhD or JD) |
| • Bachelor's Degree Program              | • Other Program  |

What educational institution will you be enrolled in?

Please list your degree major/minor:

During which time frames are you available to complete internship hours? Select any of the following times that apply.

**Note:** *The City understands that class schedules may determine your internship availability. Supervisors are willing to work with interns on a flexible schedule but need to know during which general time frames (below) you intend to work. For example, if you are available to work on Tuesday and Thursday afternoons, select "Weekdays during normal business hours" for this question. Details regarding your specific availability may be requested later.*

- Weekdays/Mornings/Afternoons during normal business hours (Monday - Friday, 8 am - 5 pm)
- Weekdays in the evening (Monday - Friday after 5 pm)
- Weekends

What Department(s) are you interested in interning with? Please select up to **five (5)** departments only.

- Animal Care Services
- Aviation
- Capital Improvements
- City Finance
- City Secretary
- City Manager's Office
- Civic Engagement
- Economic Development
- Fire
- Government & Public Affairs
- Human Resources
- Information Technology Services
- Municipal Courts
- Parks
- Planning & Community Development
- Police
- Solid Waste Management/ Recycling
- Transportation
- Tourism & Visitors Center
- Utilities

What has been the most inspiring post-high school class you have taken to date? What about it inspired you?

Describe your professional and educational goals and how an internship with the City will help you to achieve them.

*Note: If your degree program requires an internship and/or if you will receive college/program credit for an internship, please include that information in your response.*