

# GRADUATE INTERN (PART-TIME)

**PURPOSE:** Graduate Interns will conduct special projects and assignments in a variety of areas such as employee relations, urban planning, fiscal and legislative analysis, public works, computer technology, and other areas related to governmental affairs. Appointments vary depending upon the students' educational background and the City departments to which they are assigned.

**NOTE:** 3 vacancies currently exist as follows:

**Fire and Police Commission:** The incumbent will conduct extensive research and analysis of various public safety issues and provide guidance and advice to the Executive Director, the Board of Fire and Police Commissioners and the Fire and Police Chiefs regarding findings and recommendations.

**Board of Zoning Appeals:** The incumbent will assist the Board Secretary in receiving and processing applications for variances and special uses; organize submission materials and prepare related communications and notices; provide information to the general public, appellants, other departments, and Council members .

**Department of Public Works-Administrative Services:** The incumbent will conduct research on a variety of policy areas affecting the city's parking operations including parking enforcement, towing operations and meter operations. In addition, the incumbent will provide assistance in other areas such as financial management and contract administration.

**NOTE:** Graduate Interns normally work approximately 20 hours per week but may work as many as 40 hours per week during the summer. Graduate Interns cannot work in excess of 1,040 hours per year.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

## MINIMUM REQUIREMENTS:

1. Current enrollment in or written acceptance for admission to a graduate-level program at an accredited college or university. The current vacancies require a major in Public Administration, Business Administration, Urban Studies, Urban Planning, Criminal Justice, Sociology or a related field of study.  
**NOTE:** Undergraduate and graduate transcripts (or an undergraduate transcript with a letter of acceptance to a graduate program) must be submitted with the application. Student copies are acceptable.
2. Residency in the City of Milwaukee within six months of appointment and throughout employment.

## KNOWLEDGE, SKILLS, & ABILITIES REQUIRED:

- ❖ Analytical and problem-solving skills
- ❖ Oral communication skills
- ❖ Written communication skills
- ❖ Ability to be thorough in the completion of assigned projects
- ❖ Ability to manage multiple projects and deadlines
- ❖ Innovative skills
- ❖ Ability to work with the public
- ❖ Ability to work harmoniously with staff and other department personnel
- ❖ Ability to work both independently and as a member of a team

**THE CURRENT SALARY GRADE (930) IS: \$13.12 hourly with further increases up to \$16.51.** Graduate Interns are not entitled to receive benefits.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance examinations; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

Vacancies will be filled with candidates who have related coursework majors. Candidates with coursework majors or experience directly related to the needs of the department may be certified regardless of their standing on the list of eligible candidates.