

## **GRADUATE INTERN (PART-TIME)**

Dept. of Administration—Budget & Management Division

**PURPOSE:** The Graduate Intern will conduct special projects and assignments in the Budget and Management Division and will assist budget analysts in the area of departmental budget analysis and budget 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.

### **ESSENTIAL FUNCTIONS:**

- ❖ Performing various investigations and analyses requested by the Budget and Management Director including research projects pertaining to fiscal policy and program management issues.
- ❖ Assist Budget and Management Analysts in performing the following duties:
  - Budget Analysis*
    - Reviewing and analyzing assigned departmental budgets.
    - Developing conclusions and making recommendations on assigned budgetary requests and presenting and explaining such recommendations to the Budget and Management Director.
    - Preparing summarization, comparative data, budget analysis sheets, proposed budget write-ups, and related duties in conjunction with budget preparation and review.
  - Budget Management*
    - Analyzing fund transfer requests, Contingent Fund requests, and various other funding requests which take place during the budget year; determining conclusions and making recommendations on each such request, presenting and explaining recommendations to the Budget and Management Director.
    - Analyzing requests to fill vacant positions for need, presenting and explaining recommendations to Budget and Management Director.

*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 political science, public administration, urban planning, applied economics or other closely related program at an accredited college or university.
  - **NOTE:** Undergraduate and graduate transcripts (or an undergraduate transcript with a letter of acceptance to a graduate program) must be submitted with 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
- Assertiveness skills
- 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.**