

# GRADUATE INTERN

Recruitment #2003-0498-001

<b>List Type</b>	Original
<b>Requesting Department</b>	DEPT OF CITY DEVELOPMENT
<b>Open Date</b>	3/19/2020 12:55:00 PM
<b>Filing Deadline</b>	4/9/2020 11:59:00 PM
<b>HR Analyst</b>	Deidre Steward

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## INTRODUCTION

*Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.*

There are two Graduate Intern vacancies in Department of City Development (DCD); one is in the Urban Planning section and the other is in the Environmental section.

## PURPOSE

The Graduate Intern positions in the Department of City Development support the Planning Administration and Environmental sections. The Planning Administration intern carries out a variety of research, analysis, and community engagement tasks related to land use, urban design, zoning, and development related topics. The Environmental intern assists in the research and assessment of potentially contaminated properties or Brownfield sites located within the City of Milwaukee.

***Graduate Interns work approximately 20 hours per week and cannot exceed 1,040 hours per year.***

## ESSENTIAL FUNCTIONS

Planning Administration:

- Conduct research and analysis and prepare reports on topics including land use, zoning changes and appeals, demographic data, neighborhood and economic development, zoning codes, and urban design to support development of neighborhood plans and/or zoning and development review.
- Assist Planning staff with the preparation of staff reports and referral letters.
- Prepare materials for City Plan Commission hearings including PowerPoint presentations.
- Assist Planning staff at meetings, including meeting set-up, signing in attendees, and note-taking. Assist Planning staff with the review of Board of Zoning Appeals cases.

Environmental:

- Research historical property data.
- Prepare reports for commercial and industrial real estate transactions.
- Prepare environmental assessments and reviews to comply with federal regulations pertaining to the National Environmental Protection Act.
- Assist with grant writing and preparation of reports. Work closely with DCD environmental and real estate staff and other various City of Milwaukee departments on environmental matters.
- Participate in site visits.
- Conduct environmental and census data analysis.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## MINIMUM REQUIREMENTS

1. Current enrollment in a Master's program or PhD program from an accredited college or university in urban planning, architecture, geography, environmental studies, urban studies, public administration, or a closely related.

\*\*Enrollment must be maintained throughout employment as a Graduate Intern.

2. Eligible candidates must have at least two academic semesters remaining prior to anticipated graduation date.

**IMPORTANT NOTE: College transcripts are required and must be received by the application period closing date.** Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and

include your college/university name, your name, the degree completed (if applicable) and the date completed.

## DESIRABLE QUALIFICATIONS

- Experience with Adobe Creative Suite and/or ArcGIS desirable but not required.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of urban planning, environmental studies and urban studies principles.
- Skill in verbal communication.
- Ability to create written reports and business correspondence.
- Strong research and presentation skills.
- Ability to read and interpret work-related documents.
- Interpersonal and customer service skills to be able to establish and maintain good relationships with other City departments.
- Ability to exercise sound judgment and a strong sense of integrity.
- Ability to work independently and as a member of a team.
- Ability to professionally, effectively, and efficiently interact with a diverse group of internal and external customers, such as citizens, business owners, developers, and colleagues.
- Ability to organize assignments and manage time to complete tasks based on departmental deadlines.
- Proficient using standard computer software and programs such as PowerPoint, Word, Excel and Outlook.
- Professional, dependable, flexible, and adaptable.

## CURRENT SALARY

The current starting hourly rate (Pay Range 9PN) is \$14.28, and the resident incentive hourly rate for City of Milwaukee residents is \$14.71.

## SELECTION PROCESS

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, 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.

**INITIAL FILING DATE** - The examination will be held as soon as practical after **Thursday, April 9, 2020**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

## ADDITIONAL INFORMATION

### APPLICATION PROCEDURE:

- Applications and further information can be accessed by visiting <http://city.milwaukee.gov/jobs>.
- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

## CONCLUSION

*EEO 605*

*The City of Milwaukee values and encourages diversity and is an equal opportunity employer.*