

GRADUATE INTERN (PART-TIME)
DEPARTMENT OF NEIGHBORHOOD SERVICES (DNS)

Graduate Interns 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. Assignments vary depending upon the students' educational background and the City departments to which they are assigned.

ESSENTIAL FUNCTIONS:

The current vacancy is in the Department of Neighborhood Services where the grad intern will work with other DNS staff, UWM officials, community leaders and others to address property maintenance and zoning code violations in the UWM area. This position is expected to communicate with area residents and property owners to bring them into code compliance through education, to gather documentation for inspection staff, to write letters to residents and property owners and do other related tasks. The position will report to the zoning enforcement supervisor but will work closely with the residential code enforcement and nuisance control staff as well as with other city employees in a team effort to address quality of life issues in the UWM area. The employee is expected to document their efforts and the results of those efforts.

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

THE REQUIREMENTS:

1. Current enrollment or written acceptance for admission to the graduate school of an accredited college, university, or school approved by the Department of Employee Relations.
2. Residence in the City of Milwaukee within six months of appointment and throughout employment.
3. Valid driver's license may be required for certain positions.

KNOWLEDGE, SKILLS AND ABILITIES:

- Research, analytical writing and statistical analysis skills.
- Oral and written communication and interpersonal skills.
- Ability to work effectively and tactfully with the public.
- Ability to follow through on assignments and long-term projects.