

GRADUATE INTERN (PART-TIME)

Dept. of Administration—Office of Environmental Sustainability

PURPOSE: The Graduate Intern will conduct special projects and assignments in a variety of areas such as *Milwaukee Energy Efficiency (Me²)* program for residents and businesses, Milwaukee Shines, and energy efficiency improvement efforts to the City of Milwaukee operations. Appointments vary depending upon the students' educational background and the City departments to which they are assigned.

NOTE: This is a paid internship, 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:

- ❖ Provide assistance to the Office of Environmental Sustainability Division in addressing the environmental sustainability priorities of City government, commercial and industrial energy efficiency programs, and residents.
- ❖ Create database to track the City's energy use data management and greenhouse gas inventories.
- ❖ Maintain the Office of Environmental Sustainability website and Facebook page and other direct community inquiries.
- ❖ Attend and staff outreach events on behalf of the Office of Environmental Sustainability.
- ❖ Research projects pertaining to the best sustainability practices of other cities.
- ❖ Perform other duties as assigned.

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 a closely related field from an accredited college or university.

NOTE: Copies of transcripts should be submitted with application or sent to the City of Milwaukee, Department of Employee Relations, Attention: GI-DOA, 200 E. Wells St, Room 706, Milwaukee, WI 53202. (Student copies are acceptable.) or as an email attachment to staffinginfo@milwaukee.gov.

2. Residency in the City of Milwaukee within six months of appointment and throughout employment.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- ❖ Analytical and problem-solving skills
- ❖ Oral communication skills and presentation skills
- ❖ Written communication skills
- ❖ Ability to be thorough in the completion of assigned projects
- ❖ Ability to conduct research and prepare reports
- ❖ Ability to manage multiple projects and deadlines
- ❖ Innovative skills
- ❖ Assertiveness skills
- ❖ Organizational and record-keeping skills, as well as the ability to plan, coordinate, and accomplish work in a fast-paced environment
- ❖ Excellent interpersonal skills and ability to maintain good working relations with a multi-cultural, multi-disciplinary staff and the public
- ❖ Ability to read and interpret work-related materials
- ❖ Ability to work both independently and as a member of a team
- ❖ Ability to exercise sound judgment

Graduate Intern (DOA-OES)

- ❖ Computer skills, including the ability to use word processing, database, visual basic, and spreadsheet programs

THE CURRENT HOURLY RATE (9P) is: \$13.93 hourly with further increases up to \$17.52. Graduate Interns do not 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 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.

The examination will be held as soon as practical after **March 2, 2012**. 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 by mail of the date, time and place of the examination.

APPLICATIONS and further information may be obtained from www.milwaukee.gov/jobs or in person or via mail from City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 East Wells Street, Milwaukee WI 53202-3554, by calling 414-286-3751.

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