

# 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:** The current vacancy is for the Department of Public Works. There may be other vacancies in the future.

**Department of Public Works (DPW)-Administrative Services:** The incumbent will conduct research on a variety of policy areas affecting a variety of public works functions. In addition, the incumbent will provide assistance in closing out formal DPW contracts, and compiling data and developing reports relative to work force development programs.

**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, Engineering, or a related field of study.

**NOTE:** *Copies of undergraduate and graduate transcripts (or an undergraduate transcript with a letter of acceptance to a graduate program) must be submitted with application – **OR** – sent to the City of Milwaukee, Department of Employee Relations, ATTN: Katrina Whittley, Human Resources Analyst, Sr, 200 E Wells St, Room 706, Milwaukee, WI 53202. 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
- ❖ Critical thinking skills
- ❖ Ability to work with the public
- ❖ Ability to work both independently and as a member of a team
- ❖ Computer skills, particularly the ability to use advanced spreadsheet features

**THE CURRENT SALARY GRADE (930) IS: \$13.93 hourly with further increases up to \$17.52.** 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.

The examination will be held as soon as practical after **April 23, 2010**. Receipt of applications may be discontinued 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.