



INTERNSHIP OPPORTUNITIES

January 1 – December 31, 2019

Posted: October 31, 2018

The City of Auburn Hills is pleased to announce six internship opportunities for 2019.

MANAGEMENT ASSISTANT

This internship opportunity will give interested students exposure to a number of operational components of local government management. Candidates must be at least junior status as an undergrad, or a graduate student. The intern will work approximately 16 hours per week, with a flexible schedule to accommodate their class schedule. The position reports to and is located within the office of the City Manager. Students majoring in Public Administration are preferred, but related disciplines such as business management will be considered. The primary purpose of the internship is to prepare a student for a future career in local government. The hourly rate of pay is \$13 - \$14 per hour, depending upon qualifications. The duration of the internship is approximately 50 weeks, ending with the calendar year.

COMMUNITY RELATIONS ASSISTANT

Interested candidates shall be at least junior status as an undergrad, or a graduate student. The candidate must possess excellent written and verbal presentation skills. Students majoring in English, Communications, Journalism, Business Management or Marketing are desired. The individual will work with the Director of Authorities and Community Relations team to promote economic development with an emphasis on our growing downtown. Another key focus of the position is to promote and represent the Auburn Hills Community Foundation by raising awareness of the Foundation within the community. This aspect of the internship will include the regular dissemination of information about the work of the Foundation, including meeting with corporate representatives and citizens regarding the benefits of financially supporting the Foundation. The intern will take the lead in fully rolling out the "Legacy Leaders" fundraising program that is already underway. The intern will work approximately 16 hours per week, with a flexible schedule to accommodate their class schedule. The position reports to and is located in the office of the City Manager. The hourly rate of pay is \$12 per hour. The duration of the internship is approximately 50 weeks, ending with the calendar year.

HUMAN RESOURCES ASSISTANT

Interested candidates shall be at least junior status as an undergrad, or a graduate student. The candidate must possess excellent written and verbal presentation skills. Students with declared Human Resources Management or Human Resources Development majors are welcome to apply. The individual selected will assist the Human Resources department with stewardship of personnel files, conducting comparative employment analysis with other communities, process and perform the initial review of incoming applications, assist with seasonal hiring, coordinate special events, and respond to inquiries from employees and citizens. Applicants should have the ability to work 16 hours per week within a minimum of three workdays Monday through Friday. This internship will begin in April and run through September. The hourly pay rate for this position is \$12 per hour.

FINANCE AND TREASURY ASSISTANT

This internship will be open to students seeking a degree in a field related to accounting, public administration, or business administration. Candidates will be exposed to the public and trained in concepts of accounts receivable, tax administration, forecasting, payroll, and the internal controls in the government setting. Additional features of the position will be tailored to the particular student's interest under the direction of the Finance Director/Treasurer and Deputy Director/Deputy Treasurer of the City. Applicants should be prepared to work 16 hours per week for a total appointment length of 40 weeks to commence in early 2019. The compensation for this position is \$13 per hour.

POLICE DEPARTMENT ASSISTANT

Interested candidates shall be at least junior status as an undergrad, or a graduate student. The candidate must possess excellent written and verbal presentation skills. Students should be enrolled in criminal justice or related discipline with a career interest in law enforcement. This position will provide a wide variety of exposure to the operations of a police department while working closely with command staff, patrol officers, detective bureau, and property and records department. Additionally, the student will assist in completion of special projects at the direction of the Auburn Hills Chief of Police. Applicants should be prepared to work 16 hours per week for a total appointment length of 40 weeks, to commence in early 2019. The compensation for this position is \$12 per hour.

FIRE DEPARTMENT ASSISTANT

This is a new internship for 2019. Interested candidates shall be at least junior status as an undergrad, or a graduate student. The candidate must possess excellent written and verbal presentation skills. Students enrolled in a college program with a curriculum comprising principles of Fire Science, Emergency Services, Health and Safety or Public Administration are highly desired. Selected candidates will work with staff to promote public safety including but not limited to: fire inspection and suppression, records management, implementing fire inspection scheduling system, analyzing department processes, and oversight of Hazardous Materials Permitting program. Applicants should be prepared to work 16 hours per week for a total appointment length of 40 weeks to commence in early 2019. The compensation for this position is \$12 per hour.

Details of these six positions can be found on the city's website under Job Postings in the Human Resources section (www.auburnhills.org).

Send cover letter, current resume, a copy of your transcripts (official transcripts not needed), and a clear indication of the internship(s) for which you are applying to:

Human Resources Department
City of Auburn Hills
1827 North Squirrel Road
Auburn Hills, MI 48326
Or to: HumanResources@auburnhills.org