



## **INTERNSHIP OPPORTUNITIES**

January 1 – December 31, 2019

### **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.

### **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.

### **RECREATION INTERN**

Interested candidates shall be at least junior status as an undergrad. The candidate must possess excellent written and verbal presentation skills. Students majoring in recreation or education are desired. The individual will work with the Recreation Coordinator through a variety of programs and events. The intern will work approximately 20 hours per week. The position reports to the Recreation Coordinator and works out of the Community Center. The hourly rate of pay is \$11 per hour. This internship will begin in May and run through August.

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](mailto:HumanResources@auburnhills.org)