CITY OF AUBURN HILLS INTERNSHIP OPPORTUNITIES
January 1 – December 31, 2020

Posted: October 1, 2019

The City of Auburn Hills is pleased to announce six (6) internship opportunities for 2020. We will conduct our recruitment process October through December with Interns joining our staff in mid-January, 2020.

COMMUNITY RELATIONS ASSISTANT
Interested candidates shall be at least junior status as an undergrad, or a graduate student. The candidate must possess strong written and verbal presentation skills. Students majoring in English, Communications, Journalism, Business Management or Marketing are desired. The individual will be a part of the City Manager’s office and will focus on raising awareness of the Auburn Hills Community Foundation. 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 also be involved in grant writing for projects the City wishes to complete with the assistance of additional external funding. 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 rate of pay is $13 per hour. The duration of the internship is approximately 48 weeks, ending with the calendar year.

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, accounts payable, tax administration, forecasting, payroll, financial audit, 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 Finance Director/Deputy Treasurer of the City. Interns should be prepared to work 16-20 hours per week with a flexible schedule to accommodate their class schedule. The rate of pay for this position is $14 per hour. The duration of the internship is approximately 48 weeks, ending with the calendar year.

COMMUNITY CENTER ASSISTANT
Interested candidates must be at least junior status as an undergrad, or a graduate student. The candidate should possess strong written and verbal presentation skills and will be introduced to the operational components of services provided by the Recreation and Senior Services departments, including but not limited to recreational programs, community events, special services, and community planning for a diverse and aging population. Students majoring in recreation, education, public administration or community and urban planning are desired. Interns should be prepared to work 16-20 hours per week with a flexible schedule to accommodate their class schedule. The intern will also need to exhibit some flexibility to execute events that may take place during evening and weekend hours. The position reports to both the Recreation and Senior Services Director at the Auburn Hills Community Center. The rate of pay for this position is $11 per hour and the duration of the internship is approximately 48 weeks, ending with the calendar year.
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

The City of Auburn Hills is an Equal Opportunity Employer