



## INTERNSHIP -- MANAGEMENT ASSISTANT

January 1, 2021 through December 31, 2021

### **ABOUT THE EMPLOYER**

If you're considering a career in local government management and are seeking experience with an organization that is proven to be a leader in Michigan, this internship should not be overlooked. Auburn Hills, home of FCA US, BorgWarner Corporation, Continental, Mahindra, Nexteer Automotive, Faurecia, Atlas Copco and Guardian Industries; retail center Great Lakes Crossing Outlets, and higher education institutions Oakland University, Oakland Community College, Baker College and Cooley Law School; is seeking an intern to become its Management Assistant in the City Manager's office. With more than 250 full and part time employees, 26,000 residents, and a daytime/weekday population of more than 80,000, Auburn Hills continues to be the economic engine that powers Oakland County. Having consistently received numerous awards and recognition over the past several years, we are prepared to continue our leadership role in Michigan.

### **PURPOSE & INTENT**

To provide the student with a broad introduction to general management, and to the function and role of the City Manager's office in a complex municipal organization.

### **ABOUT THE POSITION**

The Intern will be assigned several tasks involving daily activities of the City Manager's office. Interaction with numerous personnel and elected officials in the City organization will take place throughout the internship. During this time, the Intern will become familiar with the various departments and department heads within the City, gathering an understanding of the relationships and teamwork among and between each department. In addition, the Intern will learn about and understand the vast involvement that the City Manager's office has in the daily work life of each and every employee.

The Intern will interact regularly with the City Manager and Assistant City Manager, and will participate in various meetings, projects, and tasks involved in the daily operations of the local government entity. The Intern will be a part of the City Manager's staff and will be mentored by management personnel who will oversee their work. The successful applicant should be prepared to participate in off-site meetings and training, including a couple that may require overnight travel. Additionally, the Intern will be required to attend City Council meetings that take place two evenings per month. Projects will be assigned and will be part of the Intern's successful completion of the internship. The employer will work cooperatively with the intern to coordinate work and class schedules.

### **SUMMARY OF DUTIES**

The Intern will be exposed to a number of operational components of local government management. The focus will be on those things that will make the Intern marketable by gaining experience in areas that promote their management course of study. These areas include but are not limited to: legislative issues, municipal services and service delivery, budgeting, human resources and labor relations, event planning and execution, teamwork, written and verbal communications, and many other relevant workplace issues.

It is expected that the Intern will participate as an integral part of the City Manager's staff. From time to time the Intern will represent the City Manager's office at certain meetings or functions. This is not a job shadow internship; this is participatory!

The ideal candidate will have solid written and verbal communication skills. The confidence to interact with the public at all levels is beneficial. Some of the work product will include the gathering of data, the analysis of data, and the preparation of reports and recommendations to the City Manager and Assistant City Manager. The individual will be provided adequate direction but should be self-motivated and require little supervision once the tasks at hand are assigned.

### **TOOLS OF THE JOB**

The Intern will be assigned an office in the administrative wing of City Hall, located at 1827 North Squirrel Road at University Drive. A laptop and/or desktop computer will be provided along with everything necessary to support the position.

### **SELECTION PROCESS**

Applicants shall be current students in good standing at undergraduate or graduate level. Recent graduates seeking experience will also be considered but must recognize the importance of the internship's approximately one year duration. They shall be enrolled in or have completed a course of study in Public Administration, Business Management, or related discipline. Undergraduates must have achieved a minimum of junior status and have completed coursework in their major. A student with at least average skill level in the use of Word and Excel is preferred.

Pre-employment requirements include: acceptable driving record and background check, acceptable pre-employment physical exam and drug screen results along with a negative tobacco use test result, and completion of a pre-employment assessment of approximately one hour in duration, combined with an oral interview.

Applicants must be prepared to work 16-24 hours per week. Some additional hours may be worked from time to time if the intern is available. The schedule is flexible to meet the needs of the Intern; however, meeting participation as indicated herein is encouraged. The Intern shall be paid bi-weekly at the rate of \$15.00 per hour and shall be committed to a period of service of approximately twelve months, beginning in early January.

### **APPLICATION PROCESS**

Send cover letter, current resume, and a copy of your transcripts (official transcripts not needed at this time) to:

Human Resources  
City of Auburn Hills  
1827 North Squirrel Road  
Auburn Hills, MI 48326

Or to: [humanresources@auburnhills.org](mailto:humanresources@auburnhills.org)