



Code: 0410

Family: Clerical and Office Administration
Service: Administrative
Group: Clerical, Accounting and General Office
Series: General Clerical

CLASS TITLE: STUDENT INTERN – MAYOR’S OFFICE FELLOWS

CHARACTERISTICS OF THE CLASS

The Mayor’s Office Fellowship Program offers fellowships to graduate level students interested in public service. The program is open to graduate students from all disciplines and provides an in-depth learning experience about City government and public policy

Internships are limited to one academic year. Students are limited to working one internship (lasting no more than one academic year) per City Department.

ESSENTIAL DUTIES

- Work directly with senior staff from the Mayor’s Office, participating in budgetary, legislative and programmatic areas of city government
- Research policies and evaluate their potential benefit to Chicago
- Participate in developing new program initiatives in a number of diverse areas including affordable housing, the environment and the City’s cultural resources
- Create innovative solutions to the City’s traffic and infrastructure challenges
- Interact with and attend meetings with Commissioners, Aldermen, and senior level management in a variety of public policy areas
- Attend press conferences, City Council hearings, senior staff meetings and strategic planning sessions
- Conduct research and analysis and prepare position papers on new programs and public policy issues
- Perform related duties as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Must be a graduate student in good academic standing, currently enrolled in an accredited college, university or law school with a minimum cumulative grade point average of 3.0 on a 4.0 grading scale or a 4.0 on a 5.0 grading scale

Candidates must have demonstrated a substantial commitment to excellence as evidenced by academic honors, leadership ability, extracurricular activities and involvement in community or public service

- Students must maintain the required GPA throughout the duration of their employment / internship
- Must be enrolled in school with a minimum of 6 credit hours (or quarter hour equivalency) throughout the duration of internship, with the exception of academic breaks, i.e. summer
- Proficiency using Microsoft Office Applications – Word, Excel and Power Point

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Some knowledge of:

- administrative and clerical methods and procedures
- City government programs and services
- public policy issues affecting city government

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

City of Chicago
Department of Human Resources
September, 2012