

Royal Oak Graduate City Management Internship – FALL 2014

General Statement of Duties:

The **GRADUATE CITY MANAGEMENT INTERN** will work under the direction of the Assistant to the City Manager and City Manager. The intern will play a leading role in coordinating, facilitating and managing impactful city projects that require the involvement of multiple city departments. Projects often include City Commission Goals and Objectives. They will be given the opportunity to interact with department heads and attend high level meetings, exposing them to the responsibilities of each department and current local government issues. The intern will also perform tasks and daily activities in support of the City Manager's Office. The intern's interests and goals will be taken into account for projects. Schedule is flexible within the 8:00am – 6:00pm Monday-Friday timeframe. *The Internship is 16 weeks (September-December 2014), with the potential for extension to August 2015.*

Typical Learning Experiences:

The **GRADUATE CITY MANAGEMENT INTERN** may be called upon to do any or all of the following:
(These examples do not include all of the tasks that the intern may be expected to perform.)

Manage complex projects
Research issues facing the City of Royal Oak
Draft reports detailing research
Draft memos
Compose City Commission cover letters
Present before City Commission
Attend meetings
Strategic planning exercises

Draft newsletters and press releases
Communicate with community organizations and public
Make recommendations to the Assistant to the City Manager and City Manager
Support City Manager's Office with daily activities
Update social media
Update website

Qualifications for Internship:

Intern must be enrolled in or recently graduated from a MPA or similar Master's degree program
Intern must be willing to commit up to 25 hours per week for a 16 week obligation, with the potential for extension to August 2015
Intern should be interested in a career in public service

Required Application Materials:

Royal Oak City Application (available online at <http://www.romi.gov/jobs>)
Cover Letter
Resume
Unofficial Transcript

Submission Guidelines:

- Mail or drop off in person all required application materials to the City of Royal Oak Human Resources Department, 211 Williams St, Box 64, Royal Oak, MI 48068.
Mail must be received in the office by the application deadline to be considered.

Application Deadline: Monday, August 25, 2014 at 4pm

Potential Start Date: Monday, September 8, 2014

Compensation: \$10.00 per hour

The City of Royal Oak is an Equal Opportunity Employer