Graduate Management Intern
Job Description

Post Date: April 26, 2016
Title: Management Intern
Position Type: Part-Time
Minimum Salary: $10.00/hour
Maximum Salary: $15.00/hour

Nature of Work: The Graduate Management Intern will work under the direction of the City Manager. The intern will play a leading role in coordinating, facilitating and managing impactful City projects, many of which require the involvement of multiple City departments. 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. This person will assist with general administrative functions of a municipal office, including customer service, taking payments over the counter, and answering telephones. Tasks may be in the areas of community development, zoning, parks and recreation, elections, public works and utilities, and general administration. This person will participate in staff meetings and may be asked to attend committee or Council meetings in the performance of duties.

Required Qualifications:
• A bachelor’s degree in the areas of political science, public administration, business administration or a related field;
• Must be enrolled in or recently graduated from a master’s of public administration or similar degree program;
• Proficiency in Microsoft Office, including Word and Excel;
• Self-motivating to complete projects and tasks.

Desired Qualifications:
• An interest in pursuing a career in local government or public service;
• Experience working with the public.

Work Schedule: Approximately 20 – 24 hours per week, flexible schedule. Office hours are Monday – Friday from 9:00 am – 5:00 pm, although some meetings are held before or after normal working hours. Pre-determined staff shortages may dictate some of the work schedule. Schedule may include work at the City’s Department of Public Works or Wastewater Treatment Plant facilities. This position may start immediately.

Contact: A cover letter, resume, and application should be sent via email, no later than May 18, 2016, to the attention of Courtney Nicholls, City Manager at CNicholls@DexterMI.gov.