



## EMPLOYMENT ANNOUNCEMENT ADMINISTRATIVE INTERN

**Date Posted:** March 28, 2014  
**Department:** Parks & Recreation  
**Compensation:** \$15.00/hour  
**Deadline:** Open Until Filled

### **Job Summary**

This is a seasonal position, beginning in May and concluding in August. Work schedule will be negotiated during the interview process to accommodate candidate's school year, current employment, etc. The administrative internship offers a short-term opportunity to explore different public administration career fields, gain valuable insight into local government and municipal operations, and prepare for future leadership positions. The administrative intern will be involved in research, analytical work and special projects on an entry-level professional basis. This position will work out of the City Manager's office with rotational assignments in multiple city departments. This is an excellent opportunity for a public administration student to gain first-hand experience working for a small community.

### **Essential Job Duties and Responsibilities:**

- Regular and timely attendance as scheduled.
- Assists in the planning, promotion, implementation and evaluation of meetings and special projects.
- Prepares reports and maintains records as directed.
- Assists city departments with researching high-level current issues.
- Participates in development of annual budget.
- Reviews, updates, and implements operations policies and procedures.
- Prepares communications pieces on behalf of the city including news releases and newsletter articles.
- Other related duties as assigned.

### **Minimum Education and Experience:**

- Must be currently enrolled in college courses pursuing a degree in Public Administration, Political Science, Business, Telecommunications or related field.
- Ability to research, analyze, summarize and report findings.
- Ability to communicate clearly and effectively, both orally and in writing.
- Must possess excellent customer service skills.
- Ability to develop and maintain effective working relationships with associates, representatives of other organizations, and the public.

For application procedures please visit our website <http://www.westutx.gov/application>  
*The City of West University Place is an Equal Opportunity Employer.*