



City of University Heights

Career Opportunity Announcement

Mayoral Intern

COMMUNITY BACKGROUND:

The City of University Heights is a suburban community of approximately 13,000 residents, located four miles from the eastern border of Cleveland. It is a residential community with pocket retail gateway areas, and is home to John Carroll University. The City operates with an elected mayor-council government, and has a long history of citizen involvement

THE MAYORAL INTERNSHIP PROGRAM:

The University Heights Mayoral Internship Program offers college students unique experiential learning opportunities in local government. Selected participants will work closely with the Mayor and Department Directors. Placement will be based on a number of factors, including the student's interests, experience/skills, as well as the City's needs.

Prospective mayoral interns will be recent high school graduates currently enrolled in a four-year college or university as undergraduate or graduate students. The ideal candidate will have strong written and oral communication skills, a record of academic achievement, a demonstrated commitment to public service, and an ability to work in a fast-paced environment. Candidates will have strong interpersonal skills and demonstrate an understanding of the importance of maintaining a high level of ethics and integrity in the work environment. All applicants must have a minimum GPA of 3.0 to be considered.

DUTIES AND RESPONSIBILITIES:

Internship responsibilities and duties may include:

- Representing the Mayor at committee and commission meetings, when appropriate;
- Researching economic and market trends, policy matters, and legislative issues;
- Reviewing, summarizing, and analyzing economic development data and reports;
- Preparing correspondence, presentations, memos;
- Answering and referring customer service calls;
- Assisting with project and event coordination;
- Participating in outreach and marketing efforts;
- Providing general administrative support to project managers.

ADDITIONAL INFORMATION:

- Interns are paid commensurate with experience or may receive undergraduate or graduate academic credit, and are required to work at least 15-20 hours per week; however, depending on the season and individual requirements, additional hours and schedules may be necessary.

TO MAKE APPLICATION:

Submit a cover letter and current resume either online, or send to

City of University Heights
Administration Department
2300 Warrensville Center Road
University Heights, Ohio 44118

**The City of University Heights is an Equal Opportunity Employer.
Visit our website: www.universityheights.com**