



City of Chicago

Rahm Emanuel, Mayor

Office of the City Clerk

Susana A. Mendoza, City Clerk

NOTICE OF JOB OPPORTUNITY

STUDENT INTERN - CITY CLERK TC 0405

City Clerk's Student Intern Program offers valuable work experience in public sector/city government operations.

MINIMUM QUALIFICATIONS: Must be a student in good academic standing currently enrolled in an accredited college, university or law school **OR** a student in good academic standing currently enrolled in an accredited business or data processing/information technology school. **Must have a minimum cumulative grade point average of 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale.**

NOTE: Some divisions within the City Clerks Office may require bilingual skills. Applicants who are able to speak Polish, Spanish or Mandarin are encouraged to apply.

NOTE: Selected students should be available to work thirtyfive (35) hours per week and may be required to work some Saturdays. This is a six (6) to ten (10) week program, depending on your start date.

NOTE: At the time of application, you must attach a Resume, Current transcripts (unofficial transcripts are acceptable if the cumulative grade point average is reflected) and a Current Letter of Enrollment Verification from the School's Registrar/Dean confirming current enrollment (or National Student Clearinghouse Proof of Enrollment Certificate) at the time of application AND at the time of hire. You must be enrolled in school (with the exception of academic breaks) throughout your internship if you are selected. Selected students must also maintain a cumulative grade point average of 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale. Failure to attach a Resume, Transcripts and Current Letter of Enrollment Verification will result in an incomplete application and you will not be considered for the position.

NOTE: These are temporary positions.

2014 SALARY:

\$9.50/hour for college freshman and sophomores
\$10.50/hour for college juniors and seniors
\$ 11.50/hour for graduate students

Salary is based upon grade level completed at the time of application.

RESIDENCY REQUIREMENT: An applicant must be an actual resident of the City of Chicago. Proof of residency will be required at the time of employment.

POSTING DATE: February 24, 2014 thru March 21, 2014

DUTIES: Perform various administrative functions to support program activities; compile and tabulate statistical data and research and collect information for inclusion in studies and reports; use various software packages to create documents, create spreadsheets and maintain databases; provide general information regarding programs and services to the public; review and process applications for programs and services and explain program requirements to applicants; maintain records and prepare work activity reports; perform various office clerical functions; participate in the organization, setup and administration of special events and program activities; and perform related duties as required.

INSTRUCTION:

Interested applicants can apply for the Student Intern – City Clerk at:
www.cityofchicago.org/CAREERS under “Apply for Job Opportunities”

To be considered, your Resume, Transcripts (unofficial) and Letter of Enrollment Verification from the School’s Registrar/Dean confirming enrollment and grade level must be submitted at the time of application.

If you are disabled and require a reasonable accommodation to file your application, please contact the City of Chicago, Department of Human Resources at 312-744-4976, TTY: 312-744-5035. You will be required to provide information regarding your request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

**THE CITY OF CHICAGO IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION
EMPLOYER**
