Tawny Creek’s Internship Program

The City of Tawny Creek offers a paid internship in a challenging and rewarding environment to college students who are interested in pursuing a career in government, city planning, or business. The internships provide students with valuable, practical experience in various departments and enhanced knowledge of city operations and business procedures while earning college credit and receiving a salary. Interns make a valuable contribution by providing and offering a new perspective on community services.

Tawny Creek works in partnership with the state's universities and colleges to provide a program that is relevant for the students and also provides a service to the community at large.

Intern Scholarship Program

To help assure that highly qualified interns are able to continue their educations, the Mayor's Office administers a scholarship program. The scholarship is funded by area colleges and universities, city businesses and private contributions and is available to 10 to 20 outstanding interns each year. Recipients will have shown exceptional reliability and responsibility in performing their internship assignments and a commitment to continuing their educations and furthering their careers.

Summer Internship Programs

In addition to the paid internship program, the City of Tawny Creek offers an unpaid summer internship program that is open to recent high school graduates planning to attend a college or university and college students at the freshman through senior level. These internships are offered at many departments and agencies and often focus on a current subject such as enhancing tourism or attracting film and television productions to Tawny Creek. To enhance the work experience, all summer interns participate in a series of seminars that provide an overview of municipal government and issues affecting the city.

Selection Process

To submit an application, students must be enrolled in a college or university at the junior, senior, or graduate level. All academic majors are welcome. The Human Resources department reviews all applications and makes recommendations to hiring managers. Selected applicants meeting the minimum grade point average requirement will be interviewed and may be required to complete a skills assessment and/or background check, depending on the position. Those accepted into the program will have shown an interest in government service, demonstrated leadership abilities, and possess excellent communication, technical and analytical skills.

The City of Tawny Creek strives for a cross section of interns that represents the cultural diversity of the community.

Available Internship Positions

The internship positions available vary based upon the City's priorities, budget, and staffing requirements. Following are some of the positions that have been available over the last two years.

Bilingual International Business Intern

Assist the Mayor's Special Council on Business Partnership with Mexico in tasks involving marketing, planning, research, and report preparation. Will plan international travel for Council members and prepare PowerPoint presentations for meetings with Mexican counterparts. Bilingual Spanish required; coursework and/or experience in international business and business administration preferred.

City Health Intern

Work with the Public Health Department and Division of Environmental Health on various projects. Projects may include developing media campaigns, statistical analysis, clinical work at city-run clinics, inspection of food service establishments, air quality assurance, etc. Students majoring in public health, nursing, and other areas of medicine are encouraged to apply.

Cultural Affairs Intern

Work with the Arts Commission to review public art proposals and maintain database of current projects. Assist with implementing arts and cultural events. Art background desired; must be proficient with Microsoft Office.

Engineering Intern

Use computer aided design software to create and modify drawings related to the operations of the Tawny Creek Airport. Some knowledge of CAD, trigonometry, and engineering terminology required.

Financial Intern

Analyze tax records, assist with economic reports, contribute to a database used to monitor the city's economy, and perform accounting duties in support of a $100 million special assessment. The work is confidential and applicants will be required to undergo a background check. A signed statement of confidentiality of taxpayer records will be required of the intern. Coursework in accounting, finance, or business administration is required as well as the ability to collect, organize and analyze data.

Human Resources Intern

Prepare job postings, update recruiting databases, correspond with applicants, field telephone calls, research discrimination claims, and maintain department files. Also works with Employee Development staff to assemble materials for training events, develop content for employee intranet, and analyze training evaluations. Working with employee benefits team, enter data into databases, prepare standardized reports, and assist employees with benefits questions. A statement of confidentiality will be required. Excellent administrative and organization skills and knowledge of Microsoft Office applications are required.

Information Technology Intern

Provide entry-level technical support, assist with software installations, and perform computer training needs assessments. Provide computer training to others. Assist with network and database maintenance. Knowledge of Microsoft Office applications is required.

International Tourism Intern

Work with the Convention and Visitors Bureau to develop promotional materials and events with the goal of increasing international tourism in the City of Tawny Creek. Experience and coursework in hospitality management and/or marketing required; foreign languages strongly preferred.

Marketing Intern

Assist staff in the Public Affairs Office with research and writing for news releases, newsletters, and speeches. Assist with updating the city’s Web site and various databases and with special events planning and staffing. Coursework in marketing and/or journalism preferred; a writing sample will be required.

Urban Affairs Intern

Work with the Mayor's Office staff on initiatives designed to enhance the quality of urban life in Tawny Creek. Work with the Housing, Public Safety, and Infrastructure Improvements Departments. Will be involved with shaping and developing strategies and policies and developing research projects that will result in programs focused on the urban areas of Tawny Creek. Graduate work in urban planning required.

Visual Graphics Intern

Assist in design of graphics to include logos and promotional pieces and work as a production assistant at the City's cable television station. Knowledge of graphics software and video cameras required; writing sample may be required.