GRADUATE COUNTY ADMINISTRATION INTERNSHIP

GENERAL STATEMENT OF DUTIES: The GRADUATE COUNTY ADMINISTRATION INTERN will work under the direction of the County Administrator. The Intern will play a leading role in coordinating, facilitating, and managing impactful County projects that require the involvement of multiple County departments. Projects often include County Board of Commissioners' Goals and Objectives. 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. The intern will also perform tasks and daily activities in support of the County Administrator's Office. The intern's interests and goals will be taken into account for special projects. Schedule is flexible within the 8:00am – 5:00pm Monday-Friday timeframe.

TYPICAL LEARNING EXPERIENCES: The GRADUATE COUNTY ADMINISTRATION INTERN may be called upon to do any or all of the following: (These examples do not include all of the tasks that the intern may be expected to perform.)

- Research issues facing the County of Livingston;
- Draft reports detailing research;
- Draft memos;
- Update social media;
- Manage special projects;
- Attend meetings;
- Strategic planning exercises;
- Draft newsletters and press releases;
- Communicate with community organizations and public;
- Make recommendations to the County Administrator; and,
- Support County Administrator's Office with daily activities.

QUALIFICATIONS FOR INTERNSHIP:

- Intern must be currently enrolled in, or recently graduated from, a MPA or similar Master's degree program. Interns enrolled in undergraduate program may be considered.
- Intern must be willing to commit up to 20 hours per week for a 16 week obligation.
- Intern should be interested in a career in public service.

REQUIRED APPLICATION MATERIALS:

- Cover Letter;
- Resume;
- Unofficial Transcript;

SUBMISSION GUIDELINES:

- Send cover letter, resume, and unofficial transcript to Executive Assistant to the County Administrator, Carol Sue Jonckheere at carolj@livgov.com. For questions, please call Carol at (517) 546-3669 X-4.