



STUDENT INTERN II

REQUIREMENTS

Intern II – Undergraduate Level

- Currently enrolled in, or graduated from, a university or community college
- Maintaining a 2.5 GPA or better
- Able to pass pre-employment drug screening
- Responsible for their own transportation

DEVELOPMENT SERVICES

Development Services Student Intern II. Part-time (30 hours/week, 13 weeks). The Intern will be utilized to assist with daily operations throughout the Planning Division of the Development Services Department. The Intern will be trained and may participate in various activities such as preparing case reports, coordinating the processing of cases through applicable committees, preparing zoning map exhibits, preparing property owner notification letters for public hearings, data entry, records maintenance, telephone calls, research, and importation of electronic data files as well as hardcopy plans and documents. Carrollton's Development Services Department is a One Stop Shop, and the Intern is vital to its operation.

Qualifications: Currently enrolled in college or university courses majoring in Architecture, Urban Planning, Public Administration, Political Science, or another related field. The position must be detail-oriented, possess knowledge of Microsoft software products, and maintain the ability to work well with others and individually with little supervision.

ECONOMIC DEVELOPMENT

Economic Development Student Intern II. Part-time (20 hours/week, 26 weeks). The Intern will be utilized to assist with preparation for fall golf tournament, files organization, and assisting with E-files cleanup.

Qualifications: Currently enrolled in college or university courses majoring in Business or Economics.

ENVIRONMENTAL SERVICES

Environmental Quality Intern II. Part-time (30 hours/week, 12 weeks). The employee will be involved in the swimming pool inspection program. The intern will train and participate in creating a working knowledge of City ordinances related to health and safety, planning and execution of educational meetings for businesses and the public, creating educational pamphlets, and performing pool and spa inspections at public and semi-public pools such as apartments, HOAs, and gyms.

Qualifications: The applicant must be enrolled in a college or university, science background preferred; must possess a valid Texas Class C driver's license; must pass a motor vehicles records check; must maintain dress standards as prescribed by department and have a friendly manner; must be dependable, punctual, self-directed with ability to work independently with limited direct supervision; must be detail-oriented; must be courteous and personable when dealing with the public; must possess strong verbal and written communication skills; must have physical abilities including squatting, kneeling, bending, and swimming.

Mosquito Control Program Intern II. Part-time (20 hours/week, 24 weeks). The Intern will work to support field and administrative functions of, and gain a general understanding of, operations of Animal Services Integrated Pest Management Plan. Duties which may include, but are not limited to: assist with collecting mosquito samples, assist with processing mosquito samples for RAMP testing, delivering mosquitoes to Dallas County Health and Human Services Lab, updating website information and WNV Hotline; and assisting with special projects as assigned.

Qualifications: Enrolled in a college or university, strong verbal and written communication skills, strong computer skills, ability to communicate at a professional level and support confidentiality requirements, knowledge of Microsoft Office® and Microsoft Excel®.

FINANCE

Finance Intern II. Part-time (30 hours/week, 25 weeks). The Intern will be introduced and provide support to the Finance Department operations. Duties may include but are not limited to: attend various meetings; observe various Finance functions; assist in the assembly of budget documents and review for accuracy; interface with departmental representatives to review plans, determine budgetary needs and gather information and offer findings and recommendations; assist in preparing reports, graphs, charts and other illustrative materials on budget matters concerning findings and recommendations for review by upper management; assist in conducting needs assessments and making recommendations for re-engineering and automating processes of City operations; research, collect and analyze data; assist in reviewing performance measures and performing analysis to evaluate a department's performance; enter documents for general ledger; organize accounting documents for future reference; prepare reports for external and internal entities; review accounts for accuracy; complete information requests for other departments; assist in reconciling general ledger accounts and bank activity, entering daily cash activity, processing payments and fixed assets, analyzing accounts, special projects, preparing the documentation for the City auction of surplus property; and assist with the scanning and indexing of records from paper to CD's.

Qualifications: Be enrolled in a college or university, familiarity with research and statistical analysis, ability to work with diverse groups, strong verbal and written communication skills, ability to work independently with little supervision, working knowledge of Microsoft Office® with emphasis in Excel® and have completed six hours of business-related coursework.

FIRE

Fire Support Services Intern II. Part-time (20 hours/week, 26 weeks). The Intern will be assisting in administrative duties including, but not limited to:

- Hiring process applications
- Online background checks
- Certifying all application materials by a deadline
- Scheduling panel interviews, polygraph exams, and psychological exams
- Scheduling physicals
- Updating and certifying hiring lists
- Working with WFS and IT to onboard new employees
- Approving promotional exams
- Fulfilling open records requests
- Risk and injury tracking and reporting

Qualifications: Enrolled in a college or university.

INFORMATION TECHNOLOGY

IT Service Desk Intern II. Part-time (40 hours/week, 20 weeks). The Carrollton Information Technology department is seeking a Graduate/Undergraduate student intern. The internship will include taking IT Service Desk calls, creating tickets, and tracking technology issues, as well as shadowing senior Service Desk technicians in their day-to-day operation. Some organization and filing may be assigned as needed.

Qualifications: Preferred Candidate will have an educational background in Information Technology, Business Analytics, or related fields.

Prospective candidates must be:

- Currently enrolled in, or graduated from, an accredited program
- Maintaining a 2.5 GPA or Better
- Pass pre-employment drug screening
- Responsible for their own transportation

MARKETING SERVICES

Marketing Student Intern II. Part-time (30 hours/week, 26 weeks). The Intern will be utilized as a part-time contract employee to assist with strategic business plan priorities. The Intern will be introduced to Marketing and Communication Operations in the City, and will be trained and participate in the following activities: Prepare content for website, including researching, writing, and editing text; selecting and sizing graphics and photos; working with content management system to post items online; develop and implement graphic designs and desktop layouts; assist with marketing initiatives for City Departments as needed; assist with graphics work on utility bill inserts, event needs, and issue-related campaigns; and assist with preparation and promotions for City's special events and Festival at the Switchyard.

Qualifications: Be enrolled in a college or university with course work in marketing, advertising, or communications. Must be detail-oriented with strong written and verbal communication skills and be comfortable working in teams as well as individually. Must be skilled in use of Adobe Creative Suite software, including InDesign, Photoshop, and Illustrator. Must be knowledgeable about graphic design principles and practices. Prior experience or other internships a plus, but not required.

PARKS AND RECREATION

Marketing Student Intern II. Part-time (20 hours/week, 12 weeks). Design flyers and publications for programs, create social media posts, and work on other special projects for the Parks and Recreation department.

Qualifications: Be enrolled in a college or university as an undergraduate student with course work in recreation, leisure studies, sports management, public administration, political science or a related field preferred. Be detail-oriented with strong written and verbal communication skills.

Special Events Student Intern II. Part-time (20 hours/week, 30 weeks). The Intern will be introduced to Special Event Operations in the City through event programming and execution. The Intern will gain an understanding of the various aspects of creating, planning, and executing special events in a Parks and Recreation department under a municipal environment. The student may be trained and participate in the following activities: developing social media content; researching event trends to implement in the local community; performing turnkey event execution; attend public meetings such as association meetings, city council meetings, and/or park board meetings; functionality of a budget; vendor coordination and recruitment; and/or, performing other related activities. The Intern will gain knowledge with reading contracts and riders and on how to interact with paid entertainment, vendors, and sponsors. They will also participate in the daily operations of the event office, which may include: organizing equipment, rooms, storage, and office areas; distributing and collecting gaming equipment; setting up special events; cleaning public areas; monitoring and maintaining inventory and supplies; preparing a variety of paperwork, contact sheets, reports, and simple statistics related to daily activities; identifying and resolving potentially hazardous situations; and performing other duties as assigned.

Qualifications: Be enrolled in a college or university as an undergraduate student with course work in recreation, leisure studies, sports management, public administration, political science or a related field preferred. Must have an interest in a career path in Special Event Coordination, must be available to work evenings and weekends.

Parks-Athletics Student Intern II. The Intern will gain an understanding of the various aspects in programming athletics and athletic field maintenance in a municipal environment. The student may be trained and participate in the following activities: monitor all athletic leagues and sports event activities; provide program information; monitor facilities during program hours; and assist in the planning of athletic programs. The Intern may also spend time working with and assisting athletics maintenance staff.

Qualifications: College or university student currently enrolled in sports and/or recreation program, pass pre-employment drug screening and must possess a valid Texas Class C Driver's License.

POLICE

Public Information Intern II. Part-time (20 hours/week, 12 or 20 weeks). The Carrollton Police Department Public Information Office is offering a paid internship for undergraduate students interested in media relations, social media management, graphic design, web design, and web content management. The Public Information Office is the primary point of contact for the news media. Duties include but are not limited to responding to inquiries, facilitating media interviews, monitoring news media coverage, and pitching story ideas. The opportunity for on-scene response may occur. The Carrollton Police Department is on Facebook, Twitter, Instagram, YouTube, Ring Neighbors, and Nextdoor. Interns will help develop content for our social media channels, monitor responses, and monitor and respond to direct messages sent to our social media platforms. Interns will help develop graphic designs to support our communication initiatives, both externally and internally. The Public Information Office maintains the content of www.cityofcarrollton.com/police. Interns will help manage and improve website content. Other possible activities include ride-along with day or night-shift officers, shadow the jail and booking process, shadow crime-scene technicians/criminalist, and more.

Qualifications. The student must be enrolled in an undergraduate college program. The ideal candidate will be a journalism, new media, and/or graphic design student.

Crime Scene Investigation/Property and Evidence Intern II. Part-time (20 hours/week, 12 or 18 weeks). Intern in the Property and Evidence Division, Crime Scene Unit. Intern will be trained and participate in daily operations of the Crime Scene/Property and Evidence Section interacting with civilian and sworn personnel. Their tasks will include assisting with administrative tasks, answering phones and providing customer service for internal and external contacts, processing submitted evidence, and respond to crime scene calls for service.

Qualifications: Enrolled in an accredited college/university and working towards a degree plan in Criminal Justice, Statistics, Geographic Information Systems, Intelligence, Emergency Management, Public Administration, or related field. Must be able to apply critical thinking and have strong skills in spoken and written communication. Should have experience in MS Office application use. Must be taking or have taken criminal justice, forensic science or general science coursework and have an interest in Law Enforcement or Forensic Science career paths.

Crime Analysis Intern II. Part-time (20 hours/week, 12 or 18 weeks). Assigned to the Investigations Support Division and responsible for ensuring efficient use of department resources through the development and analysis of criminal and tactical intelligence information. Works closely with Crime Analyst Task Force Detectives in regard to developing timely and actionable information for use by administrative, operational, and investigative personnel. Aids in completing weekly administrative reports, recurring intelligence briefings, and analytics upon request from supervisory personnel.

Qualifications: Enrolled in an accredited college/university and working towards a degree plan in Criminal Justice, Statistics, Geographic Information Systems, Intelligence, Emergency Management, Public Administration, or related field. Must be able to apply critical thinking and have strong skills in spoken and written communication. Should have experience in MS Office application use.

Police Victim Advocate Student Intern II. Part-time (hours determined by school requirements) contract employee. The Intern will ensure the needs of victims are assessed and appropriate referrals are provided to victims of violent crimes; assist victims in applying for Crime Victim Compensation; screen offense reports to determine priority in which to contact victims; assist victims in safety planning; provide emotional support; provide follow-up case management and advocacy; document all contacts made with victims and other governmental and social service agencies; provide on-site crisis intervention to highly traumatized victims and witnesses of crime; and assist family violence victims with obtaining protective orders and emergency shelter.

Qualifications: Enrolled in an accredited college/university working towards a degree with a focus on social or public service, able to apply critical thinking skills, and must be available to work nights and weekends, as needed. Preference given to UNT students in which the Carrollton Police Department has an agreement.

WORKFORCE SERVICES

Workforce Services Intern II. Part-time (30 hours/week, 20 weeks). Intern to work in the Workforce Services Department. Assisting with Compensation Study, Assist in recruitment Videos and podcasts, Health Fair, additional administrative work.

Qualifications: Be enrolled in a college or university as an undergraduate student, knowledgeable in Microsoft Office® and web-based programs; independent and highly motivated; strong verbal and written communication skills; and strong organizational skills.