



STUDENT INTERN III

REQUIREMENTS

Intern III – Graduate Level

- Currently enrolled in, or graduated from, an accredited Graduate program
- Maintaining a 2.5 GPA or better
- Able to pass pre-employment drug screening
- Responsible for their own transportation

CITY ATTORNEY’S OFFICE

City Attorney Student Intern III. Part-time (25 hours/week, 12 weeks). Intern will primarily assist with municipal court prosecution. If needed, intern will also assist City Attorney’s Office with other legal research projects

Qualifications: Be enrolled in a Master’s degree program in a college or university.

CITY MANAGER’S OFFICE

City Manager’s Office Student Intern III. Part-time (25 hours/week, 16 weeks). The Intern will gain a general understanding of the various aspects of City government. The Intern may be trained and participate in the following activities throughout the City: research for Managed Competition; review of training materials; assist with projects in City Manager’s Office and Managed Competition; and attend and contribute to meetings.

Qualifications: Have a Bachelor’s degree, enrolled in a Masters of Public Administration Program and must possess a valid Texas Class C Driver’s License.

INFORMATION TECHNOLOGY

Geographic Information Systems Intern III. Part-time (40 hours/week, 20 weeks). As part of the ITGIS (Information Technology Graphic Information Systems) team and under general supervision, the purpose of the position is to participate in the development and maintenance of the Enterprise GIS System. Performs editing, updating and output of geographic data. Perform spatial analysis of geographic data on request. As part of the IT department, perform other duties as assigned, such as updating tickets, field work, update database, hardware, and plotters. Work is performed under the direction of the GIS Manager.

Qualifications: Be enrolled in a Master’s degree program in a college or university. Associates degree with training emphasis in GIS; one-year previous experience and/or training utilizing ESRI ArcGIS Desktop and AutoCad **or** at least 6 months of undergraduate academic experience with use of ESRI ArcGIS Desktop and AutoCad.

PARKS AND RECREATION

Administration Student Intern III. Part-time (30 hours/week, 12 weeks). The Intern will be introduced to Parks & Recreation Operations in the City and will be a part of our succession plan. The Intern will be trained and participate in the following activities: learn research, planning, presentation and organizational skills as they relate to the development and implementation of Parks & Recreation policies and procedures; be responsible for planning discussions, process development and special projects with all research and development submitted to PARD staff for approval; interact appropriately with management level staff, as well as other departments as collaborating within the City is extremely important for creating a sustainable program; learn about the administration of a Parks & Recreation department; assist the Leisure Services Manager in policy and procedure

research and development as identified in the Department's Strategic Business Plan; and will be assigned a "special project" for the department where they will research, develop and implement the project.

Qualifications: Be enrolled in a Master's degree program in a college or university 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.