

Internship
City of Boise – Research & Project Support
Office of the Mayor

Duties:	This position will directly support the work of the assistants to the Mayor for research and project support. If you have an interest in city government, public policy or communications, this position may be right for you. You will be asked to work on a variety of projects that will require good organizational skills; the ability to conduct research and analysis; attend meetings and work on other independent projects.
Qualifications and Requirements:	Internships are available to graduate and undergraduate students. Work content of the internship is appropriate for majors in Political Science, Communication, Public Policy and Administration (others could be considered). Interns need to have excellent verbal and written skills; good working knowledge of Microsoft Word, Excel and the Internet. Applicants must present a professional manner and the ability to work well independently. Internship will conclude at the end of the semester.
Hours:	Flexible. Approximately 14 to 19 hours per week but could be more depending on requirements for credit. This internship is for one semester.
Compensation:	No financial compensation is offered though you will receive academic credit and invaluable experience working with the Mayor's senior staff.
For More Information:	Theresa McLeod Office of the Mayor, City of Boise PO Box 500 Boise, ID 83701 208.384.4406 tmcleod@cityofboise.org
How to Apply:	<ol style="list-style-type: none"> 1. Submit a cover letter (include semester for which internship is being sought) and resume to: Theresa McLeod City of Boise PO Box 500 Boise, ID 83701 Email: tmcleod@cityofboise.org Fax: 208.384.4406 2. To apply for academic credit, submit a departmental application to the internship director for your Department.
Deadline:	30 days prior to beginning of academic semester.