

City of Greenville

City Manager's Office Management Intern Program

Overview: An internship with the City of Greenville offers the opportunity to learn the complexities of municipal government and contribute to the management of projects important to the operation and growth of the City. The City Manager's Office Management Internship may be a paid or unpaid internship, may be completed for course credit, and may consist of up to 400 contact hours generally in the May-August timeframe.

Program Purpose: The Internship's purpose is to give graduate students with an expressed interest in local government management the chance to explore the field in a work setting. This program allows interns to take what they have learned about public service, management, and research in the classroom, and apply those lessons to significant City projects in order to further prepare for a career in the public sector.

The City of Greenville benefits from the projects completed by the Management Intern, while the Management Intern benefits from the knowledge and guidance of experienced local government staff.

How to Apply: Applicants are required to submit the following:

- City Manager's Office Internship Application
- Cover letter explaining areas of professional interest, planned career path, and how experience as a City of Greenville Management Intern fits into your career
- Identification of your strengths and weaknesses in a professional context
- Explanation of why you chose the City of Greenville for your internship
- Resume and two references

All materials must be received by the City Manager's Office by February 28, 2020.

Submissions are accepted by mail, personal delivery, email, or fax.

City of Greenville
City Manager's Office
Attn: Management Internship Program
PO Box 7207
Greenville, NC 27835
Phone: 252-329-4432
Fax: 252-329-4435
Email: draynor@greenvillenc.gov

The Assistant City Manager will review applications and supplemental materials following the application deadline and invite qualified applicants to interview for the position. Management Interns are chosen on a competitive basis. Women and minorities are encouraged to apply.

City Manager's Office Internship Application

Please type or print clearly, and mail or fax with other application materials.

Last Name _____ First Name _____

Current Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Email _____

Type of Internship You Are Seeking (check all that apply): Paid Unpaid For Course Credit

Dates Available _____ Hours Available _____

Current institution attending _____

Anticipated Graduation _____ Graduate degree _____

Other institutions attended and degrees _____

Relevant skills (include computer experience) _____

Specific areas of interest: _____

References:

Name _____ Organization _____

Position _____

Telephone Number _____ Email _____

Name _____ Organization _____

Position _____

Telephone Number _____ Email _____