

CITY OF GREENVILLE

City Manager's Office Management Intern Program

Overview: The City Manager's Office Management Internship 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 internship is an in-person, hands-on experience in which the intern is assigned a specific project but is also provided a broad exposure to City departments and operations. The project, assigned based on the intern's interests and organization's needs, will require independent work and may require significant research in terms of industry standards and practices of other cities. The intern will summarize their project work and intern experience in a presentation given to upper management at the end of the internship period. The 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 by being immersed 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 specific 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 plans
- 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, 2025.

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

Applications and supplemental materials will be reviewed following the application deadline, and qualified applicants will be selected to interview for the position(s). Management Interns are chosen on a competitive basis.

City Manager's Office Internship Application

Please type or print clearly and submit 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 _____