STUDENT INTERN II

U@WORK
CARROLLTON, TEXAS

ENGINEERING

Engineering Student Intern II. The Intern will gain a general understanding of the various aspects of civil engineering and the municipal environment. Additionally, the Intern will be provided with basic training in construction inspection of infrastructure and culture and leisure projects. The Intern may be trained and participate in the following activities: review of engineering plans; review of FEMA flood maps; input data into the City's GIS system; in-field inspection of construction projects; conduct parking and traffic turning counts; create accident/crash diagrams; assist in the design of engineering plans; and utilize the traffic or water modeling program to analyze projects.

Qualifications: Completed high school/or have a GED, possess a valid Texas Class C Driver's License, completed at least 30 college semester hours towards an engineering major. Preference will be given to Interns majoring in Civil Engineering.

FINANCE

Finance Intern II. The Intern will be introduced and provide support to the Finance Department operations in the following divisions: Accounting, Treasury, Purchasing, Utility Billing, Utility Meter Reading, Budget and Management Analysis, Internal Audit and Risk Management. 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.

Municipal Court Intern II. The intern will support administrative functions and gain a general understanding of operations of a municipal court. Duties may include, but are not limited to: assisting with preparation of dockets; data entry; opening and logging incoming mail; sorting and filing documents; proofreading and organizing documents; photocopying, scanning and indexing documents; assisting window clerks with verification of insurance; 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®.

FIRE

Emergency Management Intern II. Part-time (8-20 hours per week) contract employee in the Fire Department's Emergency Management Section will be introduced to a variety of Emergency Management activities. Position will be responsible for reviewing and updating the City's Emergency Operations Plan (EOP) and associated annexes. Other duties may include, but not be limited to: attending various EM meetings (local and regional); updating City's Emergency Management web site; interfacing with various City department representatives and area Emergency Management personnel; and interfacing and responding with Fire Department personnel in matters relating to the Emergency Management function.

Qualifications: Completion of junior year of college. Must have completed Emergency Management course or have experience with the State's requirements for updating the City's EOP and related annexes. Have the ability to collaborate with diverse groups of City personnel; have strong verbal and written communication skills; and have the ability to work independently with limited direct supervision.

Fire Student Intern II. Part-time (8-20 hours per week) contract employee in the Fire Department. The Fire Intern will be trained and participate in: Fire Prevention activities including business inspection programs, public education programs, station tours and Fire and Life Safety House demonstrations; training activities; administrative services functions including records maintenance and management; and emergency management including mitigation, preparation, response and recovery functions.

Qualifications: Completion of junior year of college. Must have completed Emergency Management course or have experience with the State's requirements for updating the City's EOP and related annexes. Have the ability to collaborate with diverse groups of City personnel; have strong verbal and written communication skills; and have the ability to work independently with limited direct supervision.

LIBRARY

Collection Inventory Student Intern II. Part-time (20 hours/week) contract employee to do library collections inventory. The Intern will be trained and participate in the following activities: use printout to check the items on the shelf for exact match; use printout to check for missing and claims returned items, or to check for items with more than four days in-transit status; check other areas of the collection for the missing claims returned and in-transit items; work with Mil-Circ computer; and push a fully loaded book cart to transfer materials to designated areas.

Qualifications: Be enrolled in a college or university.

Grant Writing Student Intern II. Part-time (10 hours/week) contract employee to assist with grant writing. The Library Intern will be introduced to Library Operations in the City and will be a part of our succession plan. The Intern will be trained and participate in the following activities: search for grants that match library needs; gather information for grant applications; complete grant applications and submit by City grant team deadline; follow up on grant applications and resubmit, if necessary.

Qualifications: Be enrolled in a college or university, skilled in internet searching, detail-oriented, strong written communication and current or past coursework or experience in grant writing preferred.

Marketing Student Intern II. Part-time (30 hours/week) contract employee to assist with marketing library services. The Marketing Intern will be introduced to Library Information Services in the City and will be a part of our succession plan. The Intern will be trained and participate in the following activities: attend monthly Library Services Marketing Team meetings; create displays of library materials to encourage patron use and increase circulation; create displays advertising upcoming events in the library; create displays in locked cases to emphasize library services; create flyers, brochures, etc. for library events and services; participate in evaluating location of various format collections in libraries with recommendations to increase visibility and use; and customer service skills.

Qualifications: College or university student currently enrolled in a marketing and/or advertising program, knowledge of Microsoft Office®, including Word® and Publisher®, provide own transportation between libraries. Previous bookstore or library experience preferred.

MARKETING SERVICES

Marketing Student Intern II. The Intern will be utilized as a part time (10-20 hours/week) 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 City website and social media, including researching, writing, editing text; selecting and sizing graphics and photos, and working with content management system to post items online; researching, writing, and distributing press releases, and updating media contacts as necessary; assisting with marketing initiatives for City Departments as needed, which may include work on the City's "Leisure Connections" magazine, utility bill insert and other event or issue-related campaigns; and assist with preparations and promotions for the City's Centennial events and annual Festival at the Switchyard.

Qualifications: Be enrolled in a college or university with course work in marketing, communications, public relations, journalism, parks and recreation, library studies, public administration or other related field. Must be detail-oriented with strong written and verbal communication skills, and comfortable working in teams as well as individually. Experience or other internships a plus, but not required.

PARKS AND RECREATION

Administration Student Intern II. Part-time (10 hours per week) contract employee to do administrative items and strategic business plan priorities. 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 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.

Museum Education Student Intern II. The Intern will be utilized as a part time (20 hours per week) contract employee to do Museum Education. The Intern will be introduced to Museum and Leisure Services Operations in the City and may be a part of our succession plan.

The Intern will gain a general understanding of the various aspects of operating a historic house museum in a municipal environment. The Intern will learn research, planning, presentation and organizational skills as they relate to the development and implementation of museum educational programs. They will be responsible for planning discussions, selecting activities, and gathering resources for activities. The Intern will be trained and participate in the following: basic museum operations, including tours; attend monthly Leisure Services meetings and Museum staff meetings; research, develop and lead museum programming for all ages and families; create advertising for upcoming programs; assist with developing and conducting participant surveys.

Qualifications: Be enrolled in a college or university as an undergraduate student with preferred course work in history, museum studies, education or a related field. Detail-oriented with strong written and verbal communication skills.

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.

Recreation Center Student Intern II. The Intern will gain an understanding of the various aspects in Recreation Center Operations in a municipal environment. The student may be trained and participate in the following activities: inputting information into databases; preparing promotional flyers and related items; answering phones; filing; maintaining calendar of events; websites, and/or other applicable tracking system; and/or, performing other related activities. They will receive and process recreation program registrations, memberships, and facility reservations, which involves routine bookkeeping activities including: balancing cash register; maintaining petty cash; completing receipts; handling cash; processing refunds; printing membership cards and day passes; processing class transfers; and/or, performing other related activities. The Intern will gain knowledge on how to interact with the general public, respond to requests for information, complaints and/or other related issues. They will also participate in the daily operations of assigned facility, which may include: organizing equipment, rooms, storage, and office areas; distributing and collecting gaming equipment within applicable facilities; setting up facilities for classes and/or special events; cleaning public areas; monitoring and maintaining inventory and supplies; preparing a variety of paperwork, rosters, reports and simple statistics related to daily activities; monitoring patrons utilizing recreation facilities; identifying and resolving potentially hazardous situations; and performing other duties as assigned.

Qualifications: Be enrolled on a college or university, pass pre-employment drug screening, responsible for his/her own transportation, must have an interest in a career path in Parks & Recreation.

POLICE

Police/Detention Intern II. Part-time (10-20 hours per week) contract employee in Support Services/Jail as a Detention Officer. Intern will be trained and participate in daily detention officer duties: booking in and processing detainees; inventory of personnel belongings; answering the phone; allowing entrance and exit to the jail and assisting in processing of court documents.

Qualifications: Completed sophomore year in college. Must be taking or have taken criminal justice courses and have an interest in Law Enforcement or Detention career path.

Police Victim Advocate Student Intern II. Part-time (10-20 hours per week) contract employee in the Police Department. will attain and demonstrate an understanding of Victims' Services by working with victims of violent crime in a Police Department Setting. The Intern will ensure that the rights and needs of victims are assessed, will help the Victim Advocate Supervisor by developing case histories, acquiring information and with referrals, and might be exposed to traumatic situations through domestic violence cases, etc. The Intern may be trained and participate in the following activities: screening crime reports for violent offenses to determine appropriate assistance needed by victims; mailing appropriate referral letters to crime victims offering assistance; providing follow-up contact either by phone or in person with crime victims to offer support and assistance in accessing community resources; logging all contacts made with crime victims and other governmental and social service agencies into the computer and on contact sheets; updating status of cases in the database; reporting all incidents of child abuse and elderly abuse to appropriate governmental

protective and regulatory agencies; providing on-site crisis intervention to family violence victims, highly traumatized victims and witnesses of crime; and assisting family violence victims with obtaining protective orders and emergency shelter. The Intern may assist in preparing a variety of curriculum and printed materials for the facilitation of the victim advocacy program, including training materials, forms, booklets and manuals.

Qualifications: Completed junior year in college. Must be taking or have taken social work courses and be knowledgeable of social services; and must be available to work nights and weekends, as needed.

PUBLIC WORKS

Administration Intern II. The Intern will support administrative functions of, and gain a general understanding of, operations of Public Works. Duties which may include, but are not limited to: data entry; opening and logging incoming mail; sorting and filing documents; proofreading, organizing, scanning, and indexing documents; photocopying; assisting administrative staff with cross connection program; 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®.

GIS Asset collection Student Intern II. Part-time (15-30 hours/week) contract employee to do GIS Asset collection. The Public Works Intern will be introduced to Public Works Operations in the City and will be a part of our succession plan. The Intern will be trained and participate in the following activities: operations and functions of a GPS hand held device; collection of assets such as screening walls, traffic signs, pavement markings, etc.; GIS mapping functions; MUTCD regulations; proper safety rules and regulations; and attend safety meetings.

Qualifications: Be enrolled in a college or university, pass pre-employment drug screening, responsible for his/her own transportation, be able to drive a City vehicle, be able to work a minimum of four hour days (minimum of three per week) during semester, be able to work 40-hour weeks during summer and provide steel-toed work boots.

GIS Technician Student Intern II. Part-time (20 hours/week) or full-time (40 hours/week in the summer months) contract employee to conduct GIS Activities in the Public Works Department. The GIS Technician Assistant Intern will be introduced to the operations of the Public Works Department in the City and may be a part of our succession plan. The Intern will be trained and participate in the following activities: perform

complex special projects related to the public drinking water system and wastewater collection system; analyze data, research alternatives, and make recommendations to ensure efficient departmental operations; update and maintain maps and geographic data utilizing the City's GIS capabilities; assist management practices; rules and regulations pertaining to water systems and collection of GIS Data.

Qualifications: Be enrolled in a college or university, must possess a valid Texas Class C Driver's License, equivalent combination of education, experience and training that provides the required knowledge, skills and abilities and enrolled in a GIS degree program or certificate program and must have taken at least two courses in GIS using ESRI arc map and arc catalogue software.

Maintenance Worker Student Intern II. Part-time (20 hours/week) or full-time (40 hours/week in the summer months) contract employee to conduct maintenance activities on the public drinking water system. The Maintenance Worker Intern II will be introduced to the operations of the water pumping and the water distribution system in the City and may be a part of our succession plan. The Intern will be trained and participate in the following activities: Work Safety Practices , Computerized Control Systems (SCADA), maintenance of pumps and electrical motors, small equipment/motor repairs, asset management practices, security and surveillance, operation of pump stations, and rules and regulations pertaining to water systems.

Qualifications: Be enrolled in a college or university,, ability to lift 50 pounds, Texas Class C Driver's License, ability to read and understand reference books, manuals and procedures.

Sign Fabrication Student Intern II. Part-time (15-30 hours/week) contract employee to assist with sign fabrication. The Public Works Intern will be introduced to Public Works Operations in the City and will be a part of our succession plan. The Intern will be trained and participate in the following activities: sheeting aluminum substrates; weeding sign faces; applying faces to substrates; computer software sign design; operation of sign plotter; MUTCD regulations; proper safety rules and regulations; attend safety meetings; and SPL Work Order Management system.

Qualifications: Be enrolled in a college or university,, pass pre-employment drug screening, responsible for his/her own transportation, be able to drive a City vehicle, be able to work a minimum of four hour days (minimum of three per week) during semester, be able to work 40-hour weeks during summer and provide steel-toed work boots.