

INTERNSHIP PROGRAM

STUDENT INTERN I

CUSTOMER SERVICES

Customer Services Student Intern I. Part-time (20 hours/week, 13 weeks). This entry-level internship provides high school students with exposure to local government operations and customer service principles. The Intern will support general administrative tasks, assist with resident-facing services at City Hall, and gain insight into how different departments work together to serve the public. This is a foundational opportunity intended to inspire interest in future careers in public service.

Qualifications: Currently enrolled in a high school within the City of Carrollton. The position must be detail oriented, possess knowledge of Microsoft Office® software products, and maintain the ability to work well with others and individually with little supervision.

UTILITY CUSTOMER SERVICE

Scanning Technician Intern I. Part-time (20 hours/week, 8 weeks). This entry-level internship role will be involved in scanning documentation or Utility Customer Service and alarm permits. The Intern will help prepare paper documents for digitization by removing staples and other bindings, then operate scanning equipment to create high-quality digital images, which are then indexed and stored into the City's database.

Qualifications: Currently enrolled in a high school within the City of Carrollton. The position must be detail-oriented and can follow instructions, with tasks often including data entry and basic administrative duties within an office environment.



City of Carrollton
Strategic Services Department
1945 E. Jackson Road
Carrollton, Texas 75006

972-466-3052 • cityofcarrollton.com/intern