

# INTERNSHIP PROGRAM

## STUDENT INTERN III

### INFORMATION TECHNOLOGY

**Data Analyst Intern III.** The Intern will play a critical role in analyzing customer service data, identifying trends, and providing insights that will help improve services and customer experience. This position offers an excellent opportunity to gain hands-on experience in data analysis within a government setting while working closely with senior leadership.

Qualifications: Be currently enrolled in, or graduated from, an accredited program in information technology, business analytics, or related fields. Must qualify for and maintain compliance with Criminal Justice Information Systems access requirements. Candidates must be maintaining a 2.5 GPA or better, pass pre-employment drug screening, and are responsible for their own transportation.

### INFORMATION TECHNOLOGY

**Geographic Information Systems Intern III.** Part-time (40 hours/week, 20 weeks). As part of the ITGIS (Information Technology Graphic Information Systems) team and under general supervision, the purpose of the position is to participate in the development and maintenance of the Enterprise GIS System. Performs editing, updating and output of geographic data. Perform spatial analysis of geographic data on request. As part of the IT department, perform other duties as assigned, such as updating tickets, field work, update database, hardware, and plotters. Work is performed under the direction of the GIS manager.

Qualifications: Be enrolled in a master's degree program in a college or university. Associates degree with training emphasis in GIS; one-year previous experience and/or training utilizing ESRI ArcGIS Desktop and AutoCad or at least 6 months of undergraduate academic experience with use of ESRI ArcGIS Desktop and AutoCad.

### LIBRARY

**Special Projects / Data Analysis Intern III** Part-time (30 hours/week, 36 weeks). The Intern will be trained and participate in the following activities: Data Analysis, Data Visualization, and technical documentation. They will be responsible for supporting Library systems and initiatives by creating technical documentation, providing analysis, identifying trends and other tangential information related to the Library's business. They will interact appropriately with management level staff, as well as other departments; learn about the administration of a Library department; and assist the Management Team in procedural research and development as identified in the Department's Strategic Plan, with the goal of creating sustainable procedures and outcomes.

Qualifications: Be enrolled in or a recent graduate of a Master's degree program in a college or university with course work in library science, social work, arts & culture, outreach, public administration, marketing or a related field preferred. Be detail-oriented with strong written and verbal communication skills.

**Volunteer & Training Intern III.** Part-time (30 hours/week, 36 weeks). The Intern will be trained and participate in the following activities: outreach, project planning and implementation, presentation and organizational skills as they relate to the development and implementation of Library processes and procedures regarding volunteer and training endeavors; be responsible for planning discussions, process development, and special projects with all research and development submitted to Library 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 Library department; assist the Library management team in implementation and development of volunteer and training processes as identified in the department’s Strategic Business Plan.

Qualifications: Be enrolled in a master’s degree program in a college or university with course work in library science, social work, arts & culture, outreach, public administration, marketing, or a related field preferred. Be detail-oriented with strong written and verbal communication skills.

## PARKS & RECREATION

**Administration Student Intern III.** Part-time (30 hours/week, 12 weeks). The Intern will be introduced to Parks & Recreation operations. 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 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 recreation manager and superintendent in policy and procedure research and development as identified in the department’s Strategic Business Plan.

Qualifications: Be enrolled in a master’s degree program in a college or university 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.

## STRATEGIC SERVICES

**City Manager’s Office Student Intern III.** Part-time (25 hours/week, 16 weeks). The Intern will gain a general understanding of the various aspects of City government. The Intern may be trained and participate in the following activities throughout the City: research for managed competition; review of training materials; assist with projects in City Manager’s Office and Strategic Services; and attend and contribute to meetings.

Qualifications: Have a bachelor’s degree, enrolled in a Masters of Public Administration program and must possess a valid Texas Class C Driver’s License.



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

972-466-3052 • [cityofcarrollton.com/intern](http://cityofcarrollton.com/intern)