



LIVE, WORK, PLAY!

Apply today for a local government management internship experience unlike any other!

The City

Located in northwest St. Louis County, Maryland Heights, Missouri has a population of 27,000 residents. The city's population swells to 100,000+ during the day as a result of its major concentration of businesses, offices, hotels, restaurants and entertainment venues, including a large casino.

Maryland Heights operates under a City Administrator form of government, with 6 departments: Administration, Finance, Community Development, Public Works, Police, and Parks and Recreation. The city employs 200 full-time employees and has a budget of over \$50 million.

The Internship

This program is for graduate students considering a professional career in local government management. The intern works in the offices of the City Administrator and Director of Finance. In addition to general administrative tasks, the intern is exposed to the operations of all departments, responsible for the preparation/presentation to the City Council of an update to the city's 5-year financial projection and is given the opportunity to select a major assignment of interest to him/her. Attendance at various meetings is also part of the program.

This 12-week internship takes place between May 1 and September 15; specific schedule is negotiable.

The Management Internship is one of four summer internships with the city. All interns participate in a team-building project and in tours of a variety of municipal facilities. Since 1986, nearly 100 students have participated in this nationally recognized program.

Compensation is \$10.83 per hour, 40 hours per week for 12 weeks (\$5,200 total).

Application

To be considered, applicants should be entering their final year of graduate education in Public Administration, Public Policy Analysis or a similar field and must submit the following:

- A letter of interest addressed to the City Administrator. Include specific areas of interest the applicant would like to pursue, such as finance, personnel, economic development or general administration.
- A list of local government courses (undergraduate or graduate) taken.
- A resume.
- A letter of reference from a college advisor or professor.

To be considered for the internship, email the documents listed above to tlucas@marylandheights.com by March 16, 2011. Applicants should give some thought to housing before applying.

The City of Maryland Heights is an Equal Opportunity Employer