**Professional Internship Pilot Program**

**Position:** Professional Intern

**Number of positions:** 1

**Salary:** Grade 310 / $20.62 hourly

**Duration of Program:** 12 weeks

**Schedule:** Average 15-20 hours per week, in-person

Example of Schedule by Weekly Focus Area

* Week 1: Administrator’s Office (Orientation to DCG)
* Week 2: Public Information
* Week 3: Business Services
* Week 4: Human Resources
* Week 5: Community Services (e.g., Planning, Codes, Parks)
* Week 6: Public Works
* Week 7: Water & Sewer
* Week 8: Emergency Management
* Week 9: Economic Development
* Week 10: Local Organizations (e.g., Dorchester Seniors, Children in Crisis)
* Week 11: SCAC Workshop/Conference
* Week 12: County Council

**General Description:** The Professional Internship Pilot Program is a competitive education program which will allow a graduate school candidate to experience and assist with executive level activities in a county government setting. In addition to learning about county government administration, the primary objective (or project) for this internship will involve developing a professional internship program. Upon approval from the County Administrator, the intern will provide a presentation to County Council during a regularly scheduled meeting.

**Essential Job Functions:**

* Develops a professional internship program to include specifics tracts for undergraduate and graduate level students. These tracts include general government, community planning, public works, finance, economic development, and public safety.
* Coordinates with the administrator’s office (including public information), business services, planning and zoning, public works, human resources, emergency management, and water and sewer to understand how an intern would add value to their department and specific tasks that may be assigned.
* Produce a written framework for a professional internship program in coordination with the human resources department to include a section in the county HR Policy Manual and job descriptions.
* Assists with the annual update of the County Strategic Plan.
* Attends County Council meetings and other public meetings, as applicable, including Planning Commission and Board of Zoning Appeals.
* Attends County Council Agenda meetings, Department Heads meetings, division meetings (e.g., community services, public safety) and other department level meetings.
* Presents the proposed Professional Internship Program to County Council during a regularly scheduled meeting at which time the County Administrator will request approval to implement.

**Education and Experience**

Requires a bachelor’s degree in public administration, community planning, environmental science, engineering, finance, criminal justice, human resources, or closely related field.

**Qualifications**

Must be currently enrolled in an accredited Master of Public Administration program with more than 15 completed credit hours.

Application must include a written recommendation from the graduate program director.