



The City of
Brooklyn · Ohio

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January 26, 2021

Alexandra E. Higl
Maxine Levin College of Urban Affairs
Cleveland State University
2121 Euclid Avenue
Cleveland, Ohio 44115

Re: Summer Internship Opportunity

Dear Ms. Higl:

The City of Brooklyn is interested in securing an Undergraduate or Graduate Student from the Levin College of Urban Affairs to work in our Building Department this summer.

Attached you will find a job description for reference. The city will pay \$15 per hour for this position and will work a Monday thru Friday schedule up to 40 hours per week during the hours of 8:00 a.m. and 4:30 p.m., but we can be flexible with reduced hours and schedules.

We are currently working onsite at City Hall following all proper COVID-19 safety protocols outlined by the County Board of Health.

Please have any student interested send me an electronic letter and resume by April 9, 2021. Should you have any questions, please don't hesitate to contact me.

Sincerely,

Katie Gallagher, Mayor