



City of University Heights
Career Opportunity Announcement

Mayoral Intern (Fall 2023)

COMMUNITY BACKGROUND:

The City of University Heights is a diverse and inclusive first ring suburb of approximately 13,000 residents, located four miles from the eastern border of Cleveland. University Heights is a residential community with gateway business districts, and is home to John Carroll University.

THE MAYORAL INTERNSHIP PROGRAM:

The University Heights Mayoral Internship Program offers college students unique experiential learning opportunities in local government. Selected participants will work closely with the Mayor and Department Directors. Placement will be based on a number of factors, including the student's interests, experience, and skills, as well as the City's needs.

Prospective mayoral interns will be high school graduates currently enrolled in a four-year college or university as undergraduate or graduate students. The ideal candidate will have strong written and oral communication skills, a record of academic achievement, a demonstrated commitment to public service, and an ability to work in a fast-paced environment. Candidates will have strong interpersonal skills and demonstrate an understanding of the importance of maintaining a high level of ethics and integrity in the work environment.

DUTIES AND RESPONSIBILITIES:

Internship responsibilities and duties may include:

- Preparing correspondence, presentations, memos;
- Answering and referring constituent calls;
- Assisting with project and event coordination/execution;
- Participating in outreach and marketing efforts;
- Representing or accompanying the Mayor at meetings, when appropriate;
- Researching economic and market trends, policy matters, and legislative issues;
- Reviewing, summarizing, and analyzing economic development data and reports;
- Providing general administrative support to the city hall staff.

ADDITIONAL INFORMATION:

Interns are paid \$13/hour or may receive academic credit, and work roughly 10-20 hours per week; however, depending on the season and individual requirements, additional hours and schedules may be necessary. Internship is for a semester, with an option by the administration to review for renewal at the end of the semester.

TO APPLY:

Submit a cover letter and resume by email to dbfisher@universityheights.com, or send to:

City of University Heights, Office of the Mayor
2300 Warrensville Center Road
University Heights, Ohio 44118

The City of University Heights is an Equal Opportunity Employer.