

City of Auburn Hills, Michigan
INTERNSHIP – Downtown Event Specialist
MAY 1, 2017 through April 30, 2018

ABOUT THE EMPLOYER

If you're considering a career in management and are seeking experience with an organization that is proven to be a progressive leader in Michigan, this internship should not be overlooked. Auburn Hills, home of industry giants Chrysler Corporation, BorgWarner Corporation, and Guardian Industries; retail center Great Lakes Crossing, professional sports team NBA Detroit Pistons; and higher education leaders Oakland University, Oakland Community College, Baker College and Cooley Law School, is looking for an intern to become a Management Services Specialist in the City Manager's office. With more than 300 full and part time employees and 21,500 residents, Auburn Hills continues to be the economic engine that powers Oakland County. Having consistently received numerous awards and recognition over the past few years, we are prepared to continue our leadership role in Michigan.

PURPOSE & INTENT

To provide the intern with high level projects focused on the growth and promotion of Downtown Auburn Hills

ABOUT THE POSITION

The intern will be assigned to assist both the Auburn Hills Tax Increment Finance Authority and the Downtown Development Authority

The intern will assist with the function and promotion of the core downtown in the city, which will involve working closely with the Director of Authorities, the DDA and TIFA boards as well as the City Manager's office. Interaction with other city departments and key personnel will also take place. The intern will be required to attend DDA and TIFA board meetings that take place one evening each per month, as well as occasional City Council Meetings. Special projects will be assigned and will be part of the intern's successful completion of the internship. Key participation times to be considered are: Third Monday of each month evening DDA meetings, Tuesday morning staff meetings, Second Tuesday late afternoon TIFA meetings as well as evening and weekend events as required. Inability to attend all of these will not disqualify applicants, but will be taken into consideration during the selection process.

SUMMARY OF DUTIES

The intern will be exposed to a number of operational components of local government management. The focus will be on those things that will make the intern marketable by gaining experience in areas that promote their management course of study. These areas include but are not limited to: business retention and attraction, downtown promotion, event planning and community engagement. It is expected that the intern will participate as an integral part of the City Manager's team, and may from time to time represent the department at certain meetings or functions. This is not a job shadow internship; this is participatory! The ideal candidate will have solid written and verbal communication skills. A professional appearance and the confidence to interact with the public at all levels are beneficial. Some of the work product will include the gathering of data, the analysis of data and the preparation of reports and recommendations to the City Manager, Assistant City Manager and Director of Authorities. The individual will be provided adequate direction, but should be self-motivated and require little supervision once the tasks at hand are assigned.

TOOLS OF THE JOB

The intern will be assigned a workstation or office in the administrative wing of City Hall, located at 1827 North Squirrel Road. A laptop and/or desktop computer will be provided along with supplies necessary to support the position.

SELECTION PROCESS

Applicants shall be current students in good standing. They shall be enrolled in a Business Management, Public Administration, Public Relations, Marketing or Communications degree program. Applicants shall be an upperclassman currently enrolled during the internship. Applicants with experience in local government management, event planning and promotion and/or working with governing bodies are preferred.

Pre-employment requirements include: acceptable driving record, acceptable pre-employment physical exam and drug screen results and completion of a pre-employment assessment of approximately 100 minutes in duration, combined with an oral interview.

Applicants must be prepared to work between 16-29 hours per week. The schedule is flexible to meet the needs of the intern and Downtown events; however, meeting participation as indicated herein is encouraged. The intern shall be paid bi-weekly at the rate of \$12.00 per hour and shall be committed to a period of service of approximately one year, beginning the first week of May.

An internship for university credit is permitted. Please coordinate with your professor accordingly prior to beginning internship. Auburn Hills Staff will fulfill all university requirements necessary for the internship course.

APPLICATION PROCESS

Send a cover letter, current resume, and a copy of your transcripts (official transcripts not needed at this time) to:

Ms. Samantha R. Mariuz
Director of Authorities
City of Auburn Hills
1827 North Squirrel Road
Auburn Hills, MI 48326

The City of Auburn Hills is an Equal Opportunity Employer