

Graduate Management Intern Job Description

Post Date: October 18, 2016
Title: Graduate Management Intern
Position Type: Part-Time, 24 Hours/Week
Pay: \$10 – \$15 per hour

Nature of Work: The City of Dexter seeks an energetic and self-motivating Graduate Management Intern to provide innovative support to the City's administrative team. The successful candidate will be expected to work up to 24 hours per week on a part-time permanent basis. The position may also meet school internship requirements.

Responsibilities include: learning high-level city management while contributing original research, analysis, and recommendations to unique management issues; assist management staff in a wide variety of areas, such as community development, zoning, parks and recreation, elections, public works, and general administration; participate in meetings with stakeholders and community groups; assist in preparation of presentations executed by city management team; respond to service requests in a timely manner; interact with the public, City staff, and elected officials in person, digitally and/or via telephone; generate correspondence and reports as requested utilizing knowledge of Microsoft Word and Excel.

Required Qualifications:

- A bachelor's degree in the areas of political science, public administration, business administration or a related field;
- Enrolled in or recently graduated from a master's of public administration, political science, business administration or similar degree program;
- Proficiency in Microsoft Office, including Word and Excel;
- Self-motivating to complete projects and tasks.

Desired Qualifications:

- An interest in pursuing a career in local government or public service;
- Experience working with the public.

Work Schedule: 24 hours per week. Office hours are Monday – Friday from 9:00 am – 5:00 pm, although some meetings are held before or after normal working hours. Pre-determined staff shortages may dictate some of the work schedule. Schedule may include work at the City's Department of Public Works or Wastewater Treatment Plant facilities.

Contact: A cover letter, resume, and application should be sent via email, no later than 5:00pm on Friday, November 11, 2016, to the attention of Courtney Nicholls, City Manager at CNicholls@DexterMI.gov.



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www.dextermi.gov