The City of Campbell has an internship opportunity for an upper class college student, recent college graduate or graduate school student. The intern will have the opportunity to gain insight into local government through placement in the City Manager’s Office which includes the divisions of the City Clerk’s Office and Human Resources. This internship offers valuable, real-world job experience and enables the intern to be exposed to a wide variety of programs and services while enhancing writing, presentation, research and analysis, and critical thinking skills.

**TYPICAL DUTIES/PROJECTS**

- Assist with programs and projects, including, but not limited to, city budgeting, citywide policy development, interdepartmental coordination, intergovernmental relations, city information and outreach, customer service, telecommunications, and a variety of special projects.
- Assist with preparing informational materials (including graphics and photography), press releases, proclamations, resolutions, correspondence and presentations.
- Conduct surveys and compile data; perform research and statistical analysis and prepare related reports, manuals and policies.
- Prepare correspondence and data-gathering from various cities.
- Perform a variety of analysis for reports which may include the use of surveys.
- Assist with records management which includes utilizing document imaging system, file maintenance, and record distribution.
- Other duties may include assisting with Freedom of Information Act compliance which includes logging requests, coordinating and compiling responsive documents, and assisting in the final review process.
- File confidential HR paperwork
- Update the organizational chart
- Create New Hire folders
- Assist with recruitments
- Make copies as needed

**DESIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Interest in working in local government.
- Knowledge of modern principles of organization, administration and management.
- Highly proficient in the use of Microsoft Word, Excel and PowerPoint.
- Ability to research, compile, analyze and interpret data.
- Ability to express oneself clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relation with others and work in a team-oriented environment.
- Ability to interface and work in a diverse working environment.

**TRAINING AND EXPERIENCE**

Upper class college students, recent college graduates, or graduate school students, with majors in public administration, political science, business administration, human resources or other closely related fields are encouraged to apply.

**HOW TO APPLY:** City employment applications may be obtained from the City of Campbell Human Resources Division, 70 N. First Street, Campbell, CA 95008; by visiting the City’s website at [www.cityofcampbell.com](http://www.cityofcampbell.com) or on [www.calopps.org](http://www.calopps.org).
Prior to hire, candidates will be required to successfully complete a pre-employment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Campbell is an Equal Opportunity Employer (EOE).