

CITY OF CERES

UNPAID STUDENT INTERN – UNDERGRADUATE

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Class specifications are not intended to reflect all duties performed within a job.

DEFINITION

City internships offer a diverse array of short-term, non-continuous project assignments ranging from basic clerical projects, mid level administrative tasks, or more complex research assignments based upon grade level, school requirements, student needs, and departmental project descriptions.

Internships may be used in a variety of ways, from formalized internships directly tied to a student's curriculum to less formalized assignments that enhance education and career exposure without being tied to a curriculum requirement.

CLASS CHARACTERISTICS

Student intern positions are distinguished from all other regular City classifications in that they are unpaid, considered at-will, short-term and non-continuous. City internships augment and support, rather than replace, duties of regular employees.

EXAMPLES OF DUTIES

The duties will be a combination of research assignments on various HR initiatives including Wellness, Diversity & Inclusion and Staff Development in addition to the City Clerk's office. Research will be conducted and compiled in the form of a report to provide recommendations for implementation.

MINIMUM QUALIFICATIONS

Applicants must be:

- 1) enrolled in an academic or vocational curriculum at a college or university, or
- 2) within one year of having graduated, or
- 3) a participant in a supervised program to meet licensure requirements of the State of California.

Additional minimum qualifications may apply depending upon the internship.

ADA COMPLIANCE

The City of Ceres will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.