

Development Services Intern

The City of Maricopa is searching for a highly talented and driven Intern (part-time) to support the Development Services Department to assist with permit intake, minor plan reviews, special projects, and other administrative duties. This position is credit based and will last approximately 3-5 months, up to 20 hours per week.

Nature of Work: The Planning Intern is part of the Planning and Zoning Division and reports to the Planning and Zoning Manager. The Intern will assist the department with special projects and research, processing land use applications and permits, office support duties, and site and landscape inspections.

Learning Objectives: At the end of the internship, the student will be able to conduct research and analysis, write professional letters and reports, process application permits, able to work independently, and obtain effective communication skill set.

Qualifications: Work experience in local government, experience in a customer service setting, and familiarity with PowerPoint, Excel, Word, Adobe Acrobat, InDesign, GIS, Sketch up (or other similar design software).

Compensation: Student can earn 3-4 hours of internship credit (GCU, GIS, GPH or PUP 484 or 584). See <http://sgsup.asu.edu/interncredit> for full credit requirements.

Time Requirement: Student works 135 hours to earn 3 credits or 180 hours to earn 4 credits.

If relevant, add more details about start and end date, dates, virtual meeting times, etc.

Location: Maricopa City Hall, 39700 W. Civic Center Plaza.

To Apply: To apply, please submit a cover letter, resume, a writing sample, and samples of any visual or graphic design work (i.e., poster design for academic project, community outreach flyer, project communication materials, etc.) to Planning Department Manager Richard Williams, Richard.Williams@maricopa-az.gov