



## CITY OF TEMPE INTERNSHIP PROGRAM

### 2024 FALL SEMESTER

#### Community Development Department: Planning Division

#### POSITION DESCRIPTION

The City of Tempe Planning Division provides interns with the opportunity to gain valuable work experience within the professional public planning field. This is an unpaid internship with a time commitment of 12-15 hours per week for the duration of the school semester (Fall, Spring, and Summer).

#### RESPONSIBILITIES

Through this program an intern will learn and be responsible for completing in-depth analysis, aiding with research, assisting planning staff with day-to-day assignments, shadowing staff and attending meetings. Other responsibilities include but are not limited to the following:

- Conducting research and assisting planners with planning cases
- Creating, posting, and maintaining city signs for planning cases
- Other activities that assist with the day-to-day maintenance of the department

#### QUALIFICATIONS

The following skills, knowledge and/or abilities required by an intern include but are not limited to the following:

- Understanding of public service and employment within a political environment;
- Ability to think critically and analytically;
- Strong written and oral communication skills;
- Professional attitude and strong interpersonal skills;
- Knowledge of applicable computer programs such as Word, Excel, Adobe, ArcGIS or ability to learn technologies as needed;
- Ability to work outside in the heat and carry up to 40 pounds.

**Education and Experience:** Must currently be enrolled in a college-level (undergraduates preferred) program of study in Urban Planning, Geography, Urban Studies, Public Administration, or any related field.

**Licenses/Certifications:** This position requires the possession of, or ability to obtain, a valid Arizona driver's license.

**Location:** 31 E. 5<sup>th</sup> St. Garden Level, Tempe, AZ 85281

**To Apply:** Send a resume and cover letter by 5:00 p.m. May 31, 2024 to: Michelle Dahlke, Principal Planner - [michelle\\_dahlke@tempe.gov](mailto:michelle_dahlke@tempe.gov)