



## INTERNSHIP POSITION DESCRIPTION

**Title:** Summer Internship – City Manager’s Office

**Position Description:** The City is seeking a current Western Student to work as a summer intern for the City of Gunnison. The City is embarking on several exiting projects to implement the [City’s Strategic Plan](#) and the recently adopted [Gunnison Vibrancy Initiative](#). Specific projects include:

1. *Job Connection for City of Gunnison Not for Profits and Employers:* This position will be asked to identify strategies to connect paid and volunteer job opportunities with college and potentially high school aged students. Partnership opportunities with both Western and the School District will be a component of this project.
2. *Support Special Projects:* The intern will be supporting the City’s special projects including, but not limited to, the Lazy K Parks and Housing project, IOOF Park refresh, and Ohio Street. Specific task will include supporting logistics, writing press releases, digitally and physically disseminating information on the project, and gathering and preparing information for these projects.
3. *Environmental Sustainability Program:* The City will be undertaking an update of its Comprehensive Plan. A component of that plan will be an environmental sustainability policy/plan. In anticipation of that larger project, the intern will be asked, as time allows, to prepare a baseline report on current programs and policies within the City of Gunnison which affect environmental sustainability.
4. *Other duties and projects assigned by the City Manager:* Every day is different in the City Manager’s office and new projects and topics continually come through the office. The Manager may request the intern to help with research on follow-up on specific topics.

**Hours:** The City anticipates that the successful candidate will work 30-40 hours per week for 6-8 weeks.

**Academic Requirements:** College intern candidates will have the standing of Sophomore, Junior or Senior with a minimum grade point average of 2.000. There is no specific field of study required for this internship. Preference will be given to students demonstrating strong verbal and written communication skills, strong work ethic with a willingness to work on diversity of projects, proven organizational skills, ability to conduct research and prepare written reports on research.

**Technical Skills:** Basic computing, social media experience, prefer basic statistical background and familiarity with Microsoft products, including Word, Publisher, PowerPoint and Excel and creation of databases.

**Application Requirements:** Submit a letter of interest, résumé, City of Gunnison application (available at: [www.GunnisonCO.gov](http://www.GunnisonCO.gov)), and a proposal to address the specific position. The proposal should include the objective(s) to be accomplished by the end of the internship; how it will be accomplished; and how achievement of the objective(s) will be measured. Previous interns are not eligible for this internship. Application materials should be submitted to:

Tammy Shelafo  
City of Gunnison Human Resources Technician  
P.O. Box 239  
201 West Virginia (second floor)  
641-8248  
[tshelafo@gunnisonco.gov](mailto:tshelafo@gunnisonco.gov)

This is a competitive process. The City of Gunnison staff will review proposals and evaluate them for relevance to serve the City's needs. An interview is required.

**Position Opens: June 4, 2018**

**Application Deadline: May 31, 2018, 5:00 p.m.**

**Credit Hours:** To receive course credit, interns are expected to complete 112.5 hours for 3 credits (135 hours for students enrolled in the School of Business).

This internship does not require the student to be seeking course credit.

**Wages:** \$11.18 per hour up to 112.5 hours (135 hours for students enrolled in the School of Business). A \$0.53 per hour completion incentive bonus, payable at the end of the above assignment period, may be paid contingent upon successful completion of the project with a grade of "C" or better.

**Hours:** This is a part-time temporary position with flexible hours between the hours of 8 am and 5 pm, with occasional night meetings and public events. Hours may be extended depending on student performance and availability.