

City of Baltimore
Department of Human Resources
201 E. Baltimore Street, Suite 120
Baltimore, MD 21202
www.baltimorecity.gov

Invites applications for the following position:

Environmental Control Academic Credit Intern

Agency:	Environmental Control Board (ECB)
Date Opened:	04/10/2017
Filing Deadline:	07/15/2017
Salary:	Academic Credit
Employment Type:	Internship
Recruitment Specialist:	Njukang (NJ) Asong
Introduction	
The Environmental Control Board is an independent City agency that offers administrative hearings for respondents who receive an environmental citation from seven other City agencies. Staff at ECB schedule hearings, prepare and breakdown dockets, provide tax sale intake and assist City residents and property owners who have questions or concerns about the citation they have received.	
Location of Position	
200 E Lexington St, Baltimore, MD 21202	
Position Duties	
The interns will receive get hands-on experience in a moderate to fast pace office environment assisting the residents, business, and property owners of Baltimore City who call or come in to the agency. The interns will be trained on the City 3270 mainframe system, learn how to answer telephones and interact with the public. The interns will assist ECB staff with the preparation and breakdown of hearing dockets. Interns will be trained on screening Collections cases that are sent to the Law Department. The Executive Director and the Hearing Officers are licensed attorneys; interns will get first-hand experience working in a legal environment. They will also assist the office staff in docket preparation, break-down and all daily functions for running the agency. Screen collections cases that are forwarded to the City's Law Department and other related duties.	
Preferred Qualifications	
<u>Requirements:</u> <ul style="list-style-type: none">• Pursuing a degree in Law, legal studies, Public Administration or related field from an accredited college or university.• The Intern should have excellent written and verbal communication skills• Ability to problem solve and think critically• Intern must be self-motivated with the ability to follow directions and work both independently and within a group environment to accomplish tasks with accuracy and within tight deadlines.• Intern must be responsible, prompt, courteous; and have excellent attention to details.• Proficiency in Microsoft Word and Excel• Ability to multitask and work on multiple projects at once• Ability to work on projects and maintain confidential information.	
Drug & Alcohol Testing	
Candidates selected for this internship will be required to submit to drug and alcohol testing.	
Criminal Background Check	

Candidates selected for this internship required to authorize the release of and successfully complete a criminal background check.

Eligibility

All ACIP, student applicants must:

- Be at least eighteen (18) years of age; Pursuing an undergraduate, graduate or post-graduate degree; and interested in working in a Public sector environment;
- Be a junior/senior undergraduate or graduate student.
- Be willing and able to intern for a minimum of sixteen (16) hours per week during a full semester (typically 16 weeks).
- Be in good academic standing (confirmed by most recent official transcript or letter from the Registrar's office);
- Be able to provide a letter or statement on the institution's letterhead, from an authorized official at the institution confirming the student applicants' eligibility to receive academic credit upon successful completion of the 16 week internship program;
- Provide two letters of recommendation from a professor, instructor, counselor and/or an immediate supervisor.
- Submit a 500 word written narrative explaining why he/she is interested in interning for the City of Baltimore.

Selection Process

- The Department of Human Resources review applications and select candidates for interviews.
- Only selected candidates will be notified two to three weeks after the position announcement close date.
- The number and frequency of available internships will be based on individual Agency and organizational needs.

CHECKLIST FOR APPLICATION

Applications MUST include:

- ✓ Written narrative explaining why the applicant is interested in interning for the City of Baltimore(500 words or less)
- ✓ First and second (if applicable) choice of desired Internship
- ✓ Letter or statement on the institution's letterhead, from an authorized official at the institution confirming the student applicants' eligibility to receive academic credit upon successful completion of the 16 week internship program
- ✓ Current résumé including email address, telephone numbers and educational/work experience
- ✓ Two letters of recommendation from a professor, instructor, counselor and/or an immediate supervisor
- ✓ Recent official transcript or letter from the Registrar's office to confirm good academic standing

Please note: *To be considered for an internship, application materials must be complete, per the above checklist. Also, due to the large volume of applicants, we will be unable to notify applicants who are not selected for internships. However, we suggest that those individuals re-apply for a future internship opportunity.*

Further Instructions

SEND YOUR COMPLETED APPLICATION PACKET BY POSTAL MAIL TO (Electronic Submission Preferred):

Internship Program, Department of Human Resources

City of Baltimore

ATTN: Njukang (NJ) Asong

201 East Baltimore St, Suite 300, Baltimore, MD 21202

Submit an Electronic Application at: www.baltimorecity.gov

Questions regarding the Academic Credit Internship Program should be directed to Njukang (NJ) Asong, Program Coordinator, at: Njukang.asong@baltimorecity.gov

APPLICATION DEADLINES: *July 15th for Fall Semester, November 15th for Spring Semester, April 10th for Summer Semester*

