

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:

Labor Commissioner Academic Credit Intern

Agency:	Office of the Labor Commissioner
Date Opened:	04/10/2017
Filing Deadline:	07/15/2017
Salary:	Academic Credit
Employment Type:	Internship
Recruitment Specialist:	Njukang (NJ) Asong
Introduction	
The Office of the Labor Commissioner (OLC) was created by City Ordinance to serve as the professional labor relations liaison between Baltimore City municipal government and its various employee bargaining units. The mission of the OLC is to deliver quality, innovative, and timely employee and labor relations service, programs and policies that respond to the needs of municipal employees and managers so they may better serve the public.	
Location of Position	
417 E. Fayette Street, Suite 1405, Baltimore, MD 21202	
Position Duties	
Interns within this office will assist to conduct research related to collective bargaining agreements of other local jurisdictions; assist in market research related to terms and conditions of employment that are the subject of collective bargaining and industry best practices; draft correspondence; assist with front office functions.	
Preferred Qualifications	
Requirements: <ul style="list-style-type: none">• Pursuing a degree in Human Resources Management, Organizational Development, Business or 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• 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: <ul style="list-style-type: none">• 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*