

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:

Learning and Development Academic Credit Intern

Agency:	Department of Human Resources (DHR)
Date Opened:	04/10/2017
Date Closed:	07/15/2017
Salary:	Academic Credit
Employment Type:	Internship
Recruitment Specialist:	Njukang (NJ) Asong
Introduction	
<p>The Department of Human Resources' Training and Development Division provides City employees with professional learning and development opportunities. The Division leadership and seasoned staff of trainers has a diverse background and expertise; they are equipped with the knowledge to assess research, develop, instruct, and facilitate targeted professional development and skills training opportunities. Capitalizing on experience and internal SME's, the team transforms basic training opportunities into action-based hands-on engaged learning experiences. Through classroom, online and customized programs, focus is placed on ensuring a well-trained and highly productive workforce while helping City employees attain professional and career goals.</p>	
Location of Position	
201 E Baltimore Street, Suite 200 Baltimore, MD 21202	
Position Duties	
<u>This position will assist Training & Development Specialists to:</u>	
<ul style="list-style-type: none">• Conduct needs analysis with individual Agency representatives and assist in the identification and subsequent recommendation of learning solutions that address the need and remedy specific problem(s).• Develop targeted learning solutions to meet specific learning gaps.• Update and/or create training courses for customized learning sessions (standard catalog courses).• Create marketing collateral.• Prepare and present sales presentations to Agency representatives.• Assist in planning and implementation of large scale learning and development events.• Perform data analysis to understand organizational needs.• Coordinate program analysis through input, sorting, organization, and survey of data in Excel.• Manage IACET Accreditation project (s) including document and course material proofing; curriculum review for adherence to Accreditation Standards and other related tasks.	
Preferred Qualifications	
<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.• Must be self-motivated with the ability to follow directions and work both independently and within a group setting to accomplish tasks with accuracy and within tight deadlines.• Must be responsible; prompt; courteous; and have excellent attention to details.• Proficient in Microsoft Word and Excel	

- Graphic Design skills a plus utilizing MS PowerPoint and Publisher.
- Ability to prioritize, multitask, and work on multiple projects simultaneously.
- Must be able to 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 will be required to successfully complete a criminal background check.

Eligibility Requirements

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 an 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*