

City of Baltimore  
Department of Human Resources  
201 E. Baltimore Street, Suite 120  
Baltimore, MD 21202  
[www.baltimorecity.gov](http://www.baltimorecity.gov)

Invites applications for the following position:

### **Major Projects Academic Credit Intern**

<b>Agency:</b>	<b>Department of General Services (DGS)</b>
<b>Date Opened:</b>	<b>04/10/2017</b>
<b>Filing Deadline:</b>	<b>07/15/2017</b>
<b>Salary:</b>	<b>Academic Credit</b>
<b>Employment Type:</b>	<b>Internship</b>
<b>Recruitment Specialist:</b>	<b>Njukang (NJ) Asong</b>
<b>Introduction</b>	
<p>The Department of General Services is committed to providing healthy work environments and safe, reliable vehicles for City employees by delivering high quality and cost-effective support services to City agencies who serve Baltimore's citizens and stakeholders. The Department of General Services delivers cost effective, high quality, reliable and sustainable services by managing quality facilities, ensuring efficient fleet operations, and maintains exemplary administrative customer service that supports Baltimore City agencies in the advancement of their goals.</p>	
<b>Location of Position</b>	
<b>200 Holliday St, Baltimore, MD 21202</b>	
<b>Position Duties</b>	
<p>The Major Projects Division of the Department of General Services is comprised of three major sections: Architectural and Engineering Design; Construction Management; and Contract Administration.</p> <p>Overall, the Major Projects Division is responsible for Design and Construction in the many buildings the City of Baltimore owns and operates. Our scope can be as simple as reconfiguring an office space in a division restructuring or as complex as building a new facility. We have architects and engineers on staff that either do the actual design or select and supervise outside design professionals in larger projects. We provide a package of services tailored to the requirements of the client agency including all phases of design and construction from concept to punch list. Our Contract Administration Section oversees the bid process and tracks the spending on every project, administering the City's mandated fiscal vehicles. Interns will be very involved in all these projects in a supporting role.</p> <p>The Major Projects Division consists of Engineers, Architects, and Construction Project Supervisors. A typical day will include being available for employees who need additional administrative support. Work will be done indoors (unless intern would like a field visit, which is easily accommodated) and will rely heavily in the Microsoft Office Suite as well as administrative functions such as filing, scheduling, acquiring signatures, etc.</p>	
<b>Preferred Qualifications</b>	
<p><u>Requirements:</u></p> <ul style="list-style-type: none"><li>• Pursuing a degree in Architecture, Engineering, Building Construction, and/or Project Management or Public Administration or related field from an accredited college or university.</li><li>• The Intern should have excellent written and verbal communication skills</li><li>• Ability to problem solve and think critically</li><li>• 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.</li><li>• Intern must be responsible, prompt, courteous; and have excellent attention to details.</li><li>• Proficiency in Microsoft Word and Excel</li><li>• Ability to multitask and work on multiple projects at once</li><li>• Ability to work on projects and maintain confidential information</li></ul>	
<b>Drug &amp; Alcohol Testing</b>	

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](http://www.baltimorecity.gov)

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

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