

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:	12/22/2017
Date Closed:	Continuous
Salary:	Academic Credit
Employment Type:	Internship
Recruitment Specialist:	Njukang (NJ) Asong

Introduction

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.

Location of Position

201 E Baltimore Street, Suite 200 Baltimore, MD 21202

Position Duties

This position will assist Training & Development Specialists to:

- 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

- 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*

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

Invites applications for the following position:

Recruitment and Talent Acquisition Academic Credit Intern

Agency:	Department of Human Resources (DHR)
Date Opened:	12/22/2017
Filing Deadline:	Continuous
Salary:	Academic Credit
Employment Type:	Internship
Recruitment Specialist:	Njukang (NJ) Asong
<p>The Recruitment and Talent Acquisition Division is committed to providing equal employment opportunities to applicants and employees without regard to race, religion, color, national origin, ancestry, sex, disability, pregnancy, genetic information, marital status, sexual orientation, gender identity or express or any other characteristic protected by law. The Recruitment Division provides a vital first contact with the general public and potential candidates for Baltimore City Government employment. This division is responsible for performing various recruiting functions including evaluating employment applications to ascertain minimum qualifications and to establish vacancies and serving as subject matter experts on the City of Baltimore's Civil Service recruitment process, hiring preferences, examinations and applicant tracking.</p>	
Location of Position	
201 E Baltimore Street, Suite 100 Baltimore, MD 21202	
Position Duties	
<p><u>This position will assist Recruitment and Talent Acquisition Specialists & Managers to:</u></p> <ul style="list-style-type: none"> • Review citywide turnover reports to ascertain the number of vacancies, attrition, and future recruitment plans. • Processing requisitions to hire in the City's eRecruit System. • Review, revise, and construct new supplemental questions. • Draft position announcements. • Update and developing new Recruitment Manuals and Trainings • Serve as Test Monitors for promotional examinations • Complete Recruitment Matrices and Recruitment Plans • Develop Application Assessment Tools (T&E) • Review and Rates Applications • Establish Eligible Lists in NeoGov • Work with agencies during the entire recruitment and hiring process • Conduct the City of Baltimore 's CBI processing • Responsible for City of Baltimore's Employee Photo ID program • Research and developing of supplemental questions. • Prepare for Agency Stakeholder Meetings • Learn the basic principles of recruiting <ul style="list-style-type: none"> o Preferred Qualifications o Equivalencies (what they mean and how they are calculated) o Understanding a Class Specification o Developing a T&E o What is an SME • Develop the Specialist Scorecard • Complete the Hiring Manager's Manual Training (PowerPoint) 	
Knowledge Skills & Abilities	
<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. 	

- 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 environment to accomplish tasks with accuracy and within tight deadlines.
- Must be responsible, prompt, and courteous; and have excellent attention to details.
- Proficient in Microsoft Word and Excel.
- Graphic Design skills utilizing MS PowerPoint and Publisher a plus.
- Ability to multitask.
- 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*

City of Baltimore
Department of Human Resources
201 E. Baltimore Street, Suite 120
Baltimore, MD 21202
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Invites applications for the following position:

HR Information Systems (HRIS) Academic Credit Intern

Agency:	Department of Human Resources (DHR)
Date Opened:	12/22/2017
Filing Deadline:	Continuous
Salary:	Academic Credit
Employment Type:	Internship
Recruitment Specialist:	Njukang (NJ) Asong
Introduction	
The HRIS Division/Center of Excellence administers and maintains the City's employee information database, tracking employee movement and changes through the employment lifecycle. The Division facilitates and maintains DHR's hardware and software, and provides vital Citywide HRIS information via standard reports including, but limited to, quarterly Agency Scorecards. This Division also provides Agency-specific ad hoc HRIS reporting, HR Systems training and subject matter expertise to the City of Baltimore University.	
Location of Position	
201 E Baltimore Street, Suite 350, Baltimore, MD 21202	
Position Duties	
The Intern's primary projects will include the following: <ul style="list-style-type: none">• Reviewing and recommend changes to the content of the DHR Internet Page.• Reviewing and recommend changes to the content of the DHR Intranet Page.• Updating all forms attached to each Division's Page.• Updating content on each Division's Page.• Formatting internet & intranet sites for consistency.• Review update and create forms utilizing the WuFoo Software that align; and contemplate new and revised policies.	
Knowledge Skills & Abilities	
<ul style="list-style-type: none">• Pursuing a degree in Information Technology, Computer Science or Engineering or related field from an accredited college or university.• Familiarity with HTML or Drupal desired.• Should have excellent written and verbal communication skills.• Ability to problem solve and think critically.• 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, and courteous; and have excellent attention to details.• Proficiency in Microsoft Word and Excel.• Creative and Flexible.• Ability to work on multiple projects simultaneously 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.*

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Internship Program, Department of Human Resources

City of Baltimore

ATTN: Njukang (NJ) Asong

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

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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*

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

Invites applications for the following position:

DOT Administration Academic Credit Intern

Agency:	Department of Transportation (DOT)
Date Opened:	12/22/2017
Filing Deadline:	Continuous
Salary:	Academic Credit
Employment Type:	Internship
Recruitment Specialist:	Njukang (NJ) Asong
<p>The Department of Transportation provides the City of Baltimore with a comprehensive and modern transportation system that integrates all modes of travel and provides mobility and accessibility in a convenient, safe and cost-effective manner.</p>	
Location of Position	
Benton Building, 417 E. Fayette Street, Baltimore, MD 21202	
Position Duties	
<p>DOT Administration oversees and directs the overall operations of the agency. The intern selected for this role will be exposed to policy issues, critical decision-making, and other high-level tasks associated with agency management. A typical day will include briefings with the DOT Director, meetings with various stakeholders, site visits to DOT facilities and projects, and preparing and reviewing documents, among other functions relating to agency operations.</p> <p>The Intern's primary projects will include roles on various projects relating to overall agency operations; however the main role for the intern will be assisting with the relocation of several DOT divisions to a new facility. DOT closed on the purchase of a new building in December of 2016, and several divisions will be consolidating operations into the new facility in 2017. The intern will be involved in all aspects of the consolidation project from floor plan layout, purchase of new equipment and supplies, physical relocation, facility and logistics management, and other issues as they arise. The project will be an excellent opportunity to perform comprehensive project management and to learn about government administration.</p>	
Preferred Qualifications	
<ul style="list-style-type: none">• Pursuing a degree in project management, Planning and Logistics Management, Facilities Management, Procurement, 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	
<p>Candidates selected for this internship will be required to submit to drug and alcohol testing.</p>	

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

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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*

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:

Planning Division Academic Credit Intern

Agency:	Department of Transportation (DOT)
Date Opened:	12/22/2017
Filing Deadline:	Continuous
Salary:	Academic Credit
Employment Type:	Internship
Recruitment Specialist:	Njukang (NJ) Asong
Introduction	
<p>The Department of Transportation provides the City of Baltimore with a comprehensive and modern transportation system that integrates all modes of travel and provides mobility and accessibility in a convenient, safe and cost-effective manner. The Department is responsible for project planning and prioritization of infrastructure investment that assists the Agency and City to create a multi-modal transportation system for citizens to live, work, learn and play. The Transportation Planning Division works strategically to rebuild, maintain and expand the city's multi-modal transportation network into one that addresses the transportation needs of residents, commuters, and visitors; supports economic development; incorporates sustainability goals; and realizes the vision of growing Baltimore's neighborhoods.</p>	
Location of Position	
Benton Building, 417 E. Fayette Street, Baltimore, MD 21202	
Position Duties	
<p>Primary projects will include working in partnership with the federally-mandated ADA self-evaluation for pedestrian facilities. Interns will utilize desktop imagery and field inventories to collect data on the City's approximately 450 miles of sidewalk and 10,000 intersections in Transportation Sector 1, and identify locations where physical barriers to accessibility exist in the public right-of-way. Desktop imagery may consist of Google Earth, Google Maps, Pictometry Online, or some other approved image-based software. The interns will also do field verifications. Upon completion of data collection, the interns will transfer the data into an approved GIS format.</p>	
Preferred Qualifications	
<ul style="list-style-type: none">• Pursuing a degree in engineering, planning, architecture, geography, information technology and/or geographic information systems (GIS) or related field from an accredited college or university.• At least one GIS course completed or underway preferred.• 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	
<p>Candidates selected for this internship will be required to submit to drug and alcohol testing.</p>	
Criminal Background Check	
<p>Candidates selected for this internship required to authorize the release of and successfully complete a criminal background check.</p>	
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

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Internship Program, Department of Human Resources

City of Baltimore

ATTN: Njukang (NJ) Asong

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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*

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:

Traffic Division Academic Credit Intern

Agency:	Department of Transportation (DOT)
Date Opened:	12/22/2017
Filing Deadline:	Continuous
Salary:	Academic Credit
Employment Type:	Internship
Recruitment Specialist:	Njukang (NJ) Asong
Introduction	
The Department of Transportation provides the City of Baltimore with a comprehensive and modern transportation system that integrates all modes of travel and provides mobility and accessibility in a convenient, safe and cost-effective manner. The Traffic Division serve the Baltimore City by ensuring a fast, safe, efficient, accessible and convenient transportation and traffic system that enhances the quality of life for our Baltimore City community.	
Location of Position	
414 N. Calvert Street, Baltimore, MD 21202	
Position Duties	
The Transportation Planning Division develops, plans, studies and responsible for improving the roadway, intersection, and neighborhood transportation systems. The division coordinates with internal DOT staff/divisions, as well as other city and state agencies, city council and Mayor's office, and other community organizations to identify opportunities for roadway improvements. The division responds to citizen request for studies as well as request from organizations and elected officials.	
Primary projects will include assessing traffic requests from the community including conducting observations and making implementations. Interns will also work closely with Baltimore city schools to address traffic calming needs and teach children pedestrian and bicycle safety. The interns will assist with traffic requests, conducting observations, formulating implementations, assisting with the safe routes to school program to develop safety measures and working with our Safety City program. Other duties may be assigned.	
Preferred Qualifications	
<u>Requirements:</u> <ul style="list-style-type: none">• Pursuing a degree in engineering, planning, architecture, geography, information technology and/or geographic information systems (GIS) 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).
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- 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.
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CHECKLIST FOR APPLICATION

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- ✓ 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.*

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Internship Program, Department of Human Resources

City of Baltimore

ATTN: Njukang (NJ) Asong

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

City of Baltimore
Department of Human Resources
201 E. Baltimore Street, Suite 120
Baltimore, MD 21202
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Invites applications for the following position:

Transit Bureau Academic Credit Intern

Agency:	Department of Transportation (DOT)
Date Opened:	12/22/2017
Filing Deadline:	Continuous
Salary:	Academic Credit
Employment Type:	Internship
Recruitment Specialist:	Njukang (NJ) Asong
Introduction	
<p>The Department of Transportation provides the City of Baltimore with a comprehensive and modern transportation system that integrates all modes of travel and provides mobility and accessibility in a convenient, safe and cost-effective manner. The Active Transportation segment of the Transit Bureau is tasked with implementing bicycle and pedestrian infrastructure projects, interacting with the community, managing Baltimore Bike Share, coordinating with advocacy groups, and collaborating with additional city agencies to make Baltimore a safer and more convenient City to walk and bike.</p>	
Location of Position	
417 E Fayette St., 5th FL, Baltimore, MD 21202	
Position Duties	
<p>The Transportation Transit Bureau revolves around two components – a long-term project and day-to-day tasks that change depending on community requests, workflow, and deadlines. The long-term project would take 50% of the intern's week and involve helping a project manager complete a larger project such as the Downtown Bicycle Network or the expansion for Bike Share. Day-to-day tasks would constitute the other half and be focused on helping prepare for a community meeting, investigating a public issue/request, sorting data, or general paperwork.</p> <p><u>Preliminary and primary projects:</u></p> <ul style="list-style-type: none">• Assist in the expansion of bike share• The implementation of the Downtown Bicycle Network and following infrastructure projects <p><u>Core Functions:</u></p> <ul style="list-style-type: none">• Provides support to Transit Bureau team• Assists staff in collecting and preparing data for various projects• Conducts field work and collects bike counts• Prepares maps and planning reports of limited or variable complexity• Assists staff at community meetings• Researches funding sources and writes grant proposals• Conducts basic office functions as needed, such as data entry, file management, and customer service	
Preferred Qualifications	
<p><u>Requirements:</u></p> <ul style="list-style-type: none">• Bachelor's Degree in Planning, Architecture, Public Health, Urban Studies or related field from an accredited college or university• The Intern should have excellent written and verbal communications• Ability to problem solve and think critically• Intern must be responsible, prompt, courteous; and have excellent attention to details.• Ability to work on projects and maintain confidential information• Basic understanding of planning principles• Specific knowledge relating to transportation and transit• Competency in various computer software programs, such as Microsoft Office and Internet	

- applications
- Strong research and analytical skills
- Motivated self-starter able to work independently
- Ability to work effectively in a team environment
- Flexibility and desire to work on varying planning projects

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*

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:

Human Services Academic Credit Intern

Agency:	Mayor's Office of Human Services
Date Opened:	12/22/2017
Filing Deadline:	Continuous
Salary:	Academic Credit
Employment Type:	Internship
Recruitment Specialist:	Njukang (NJ) Asong
Introduction	
<p>The Mayor's Office of Human Services provides an integrated system of support for the City's vulnerable populations through four focus areas: Community Action Partnership (CAP); Head Start; Homeless Services; and Reentry. The critical mission of this agency is to oversee the development and implementation of:</p> <ul style="list-style-type: none">• A continuum of housing services for individuals experiencing homelessness or at-risk of experiencing homelessness.• A comprehensive service delivery model for the CAP centers throughout Baltimore City, with an emphasis on self-sufficiency for residents.• Early intervention services for child development and school readiness for pre-school children in low-income families that include a holistic support of parents and their pursuit of self-sufficiency.• A collaborative strategy to support those transitioning from jail and prison to their communities and families. <p>The mission of the Baltimore City Community Action Partnership is to reduce poverty by offering opportunities for low-income households through education, financial empowerment, housing and energy services, food resources and capacity building.</p>	
Location of Position	
Various locations within Baltimore City	
Position Duties	
<p>The interns will receive various assignments and projects to be delivered at the close of their internship.</p> <ul style="list-style-type: none">• Interns working with the Volunteer Income Tax Assistance (VITA) program will be charged with creating innovative ideas to increase participation in the asset development programs, providing free tax preparation services to low-income individuals and facilitating financial education workshops to the community.• Interns working with the summer youth program will focus on serving as peer to peer mentors with youth assigned to Human Services. They will help to develop a meaningful summer internship experience for high school students and help staff facilitate workshops or career pathways, education and financial management. All interns will receive training.• Interns working with the utility assistance program will support staff by facilitating energy conservation education workshops to customers and partners to reduce energy burdens and bills. <p>The intern(s) would be housed in the Community Action Partnership Centers. CAP has five centers, the Office of Home Energy Programs and two satellite centers.</p>	
Preferred Qualifications	
<ul style="list-style-type: none">• Pursuing a degree in Human Resources Management, Social works, Business or Public Administration or related field from an accredited college or university.• Ability to perform simple arithmetic computations and to use a ten-key calculator with accuracy;• Ability to learn to enter, retrieve and update information using computer software applications;• Ability to learn to screen and respond to telephone inquiries from visitors;• Ability to communicate effectively with the general public, co-workers and supervisors;• Ability to establish and retrieve records from filing systems alphabetically, numerically or by	

subject.

- Ability to deal courteously with employees at all levels of government, and to work effectively with varying temperaments, both in person and by telephone.

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*

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:

Cable & Communications Academic Credit Intern

Agency:	Mayor's Office of Cable & Communications
Date Opened:	12/22/2017
Filing Deadline:	Continuous
Salary:	Academic Credit
Employment Type:	Internship
Recruitment Specialist:	Njukang (NJ) Asong
Introduction	
The Mayor's Office of Cable & Communications promotes government transparency. It provides Baltimore City residents (through its many platforms which includes Charm TV, charmtv.tv, Citizens' Hub) with coverage of municipal meetings and press conferences which are made available via the platforms.	
Location of Position	
8 Market Place Suite 200, Baltimore, Maryland 21202	
Position Duties	
<p>Interns will work closely with staff members during coverage of municipal meetings and press conferences in the field in addition to video editing and research projects in the office. Intern's schedule will be dictated by the events scheduled for a specific day. Most meeting and press conference coverage take place during the afternoon portion of the day. Core functions and responsibilities will be to receive mentorship on the processes and procedures related to the daily operations of the office and Charm TV specifically in the area of production. The intern will walk away with knowledge and hands on experience in equipment operation, video editing, and covering meetings and press conferences. Projects will be assigned as they present themselves. Other functions and responsibilities are to shadow TV producers/directors on all ongoing and new projects.</p> <p>Interns also will work with the General Manager on special projects as assigned. Special projects may include: research, marketing, financial analysis, business development and programming strategy. Core functions and responsibilities will be to receive mentorship on the processes and procedures related to the daily operations of the office and Charm TV specifically in the area of administration. By working hand-in-hand with the General Manager, interns will gain a unique perspective on the details and decision-making process in overseeing a television entity in addition to learning about the cable television business.</p>	
Preferred Qualifications	
<u>Requirements:</u> <ul style="list-style-type: none">• Pursuing a degree in communications, communications arts, Public Relations, or related field from an accredited college or university.• Experience in working with audio and/or videography• Capable of carrying light equipment (cameras, tripods, equipment bags)• Comfortable with the responsibility of being charged with handling and watching over expensive equipment• Interest in learning about and pursuing a career in television production.• Have excellent written and verbal communication skills• Intern must be responsible, prompt, courteous; and have excellent attention to details.• Ability to adhere to prompt timelines, deadlines and a dress code• 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*

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:

Administration Bureau Academic Credit Intern

Agency:	Department of Public Works (DPW)
Date Opened:	12/22/2017
Filing Deadline:	Continuous
Salary:	Academic Credit
Employment Type:	Internship
Recruitment Specialist:	Njukang (NJ) Asong
Introduction	
Department of Public Works seeks to be a strong proponent and protector of our environment and the health and vitality of our communities. Our main mission is to support the health, environment, and economy of our City and region by providing customers with safe drinking water and keeping neighborhoods and waterways clean	
Location of Position	
200 N. Holliday Street Room 200, Baltimore, MD 21202	
Position Duties	
The intern will be working on an assigned project that will assist DPW in achieving their vision and mission critical objectives. The intern will interact and report to a manager who will provide guidance and oversight. Interns will be heavily involved in engineering and construction projects.	
Preferred Qualifications	
<u>Requirements:</u> <ul style="list-style-type: none">• Pursuing a degree in Mechanical or Electrical Engineering, Biology, Chemistry, 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• Graphic Design skills a plus utilizing MS PowerPoint and Publisher• 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*

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:	12/22/2017
Filing Deadline:	Continuous
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

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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*

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:

Major Projects Academic Credit Intern

Agency:	Department of General Services (DGS)
Date Opened:	12/22/2017
Filing Deadline:	Continuous
Salary:	Academic Credit
Employment Type:	Internship
Recruitment Specialist:	Njukang (NJ) Asong
Introduction	
<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>	
Location of Position	
200 Holliday St, Baltimore, MD 21202	
Position Duties	
<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>	
Preferred Qualifications	
<u>Requirements:</u> <ul style="list-style-type: none">• Pursuing a degree in Architecture, Engineering, Building Construction, and/or Project Management 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.• 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*

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:

Liquor License Commissioners Academic Credit Intern

Agency:	Board of Liquor License Commissioners
Date Opened:	12/22/2017
Filing Deadline:	Continuous
Salary:	Academic Credit
Employment Type:	Internship
Recruitment Specialist:	Njukang (NJ) Asong
Introduction	
The Board of Liquor License Commissioners is an agency of the State responsible for regulating the sale, storage, and distribution of retail alcoholic beverages in Baltimore City.	
Location of Position	
231 East Baltimore Street, Baltimore, Maryland 21202	
Position Duties	
Interns will perform administrative duties for executive management. Responsibilities may include meeting and event arrangements; preparing reports and financial data; training and supervising other support staff; and customer relations, fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing. Performs a variety of Internet research functions and uses word processing, spreadsheet and presentation software. Duties also include fielding telephone calls, filing and data entry. May assist with overflow work from administrative and executive assistants and fill in for the office receptionist as needed.	
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.• Computer skills and knowledge of relevant software• Knowledge of operation of standard office equipment.• 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: <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*

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:

Parking Authority Academic Credit Intern

Agency:	Parking Authority of Baltimore City
Date Opened:	12/22/2017
Filing Deadline:	Continuous
Salary:	Academic Credit
Employment Type:	Internship
Recruitment Specialist:	Njukang (NJ) Asong
Introduction	
<p>The mission of the PABC is to find, create and implement parking solutions for the city of Baltimore and to be the resource for all things “parking” in the city.</p> <p>The planning section helps with the management of parking, through issuance of work orders which regulate the curb through signage and metering. It collects, reviews, and analyzes data to make recommendations about the best way to manage parking. The section works with other city and state agencies, residents, businesses and associations to forge workable parking solutions that take into account transportation and parking needs and the transportation network of the city.</p>	
Location of Position	
200 W. Lombard St. Suite B, Baltimore, MD 21201	
Position Duties	
<p>The planning section helps with the management of parking. It does this in part by collecting data about parking activity, processing the data to create meaningful results and providing recommendations to help manage the parking more effectively. The section uses parking regulations and metering to help achieve that objective.</p> <p>Planning staff work directly with the parking public every day to implement parking solutions, taking into account the needs of the requestor and nearby people to arrive at a fair and sustainable solution. Determinations are created through observation, conversation, surveying and other research to create the best possible result.</p> <p>Preliminary responsibility would include collecting parking inventory and parking utilization data throughout the city. Collect data about the PABC parking meter and residential parking permit programs and other programs administered by the PABC. Enter the collected information into a data base and organize the data to create results; and map and graph results in some cases.</p>	
Preferred Qualifications	
<u>Requirements:</u> <ul style="list-style-type: none">• Pursuing a degree in Planning and Urban Development, Organizational Development, Business or Public Administration or related field from an accredited college or university.• Strong mathematics and analysis skills preferred• 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• Graphic Design skills a plus utilizing MS PowerPoint and Publisher• Ability to multitask and work on multiple projects at once• Ability to work on projects and maintain confidential information• 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*

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:

Municipal & Zoning Appeals Academic Credit Intern

Agency:	Board of Municipal & Zoning Appeals
Date Opened:	12/22/2017
Filing Deadline:	Continuous
Salary:	Academic Credit
Employment Type:	Internship
Recruitment Specialist:	Njukang (NJ) Asong
Introduction	
BMZA is a quasi-independent Article 7 Charter agency comprised of five (5) part-time Board members and four (4) full-time staff members that process, review, evaluate, and hold public hearings to determine administrative appeals from a number of City agencies. While annual numbers vary, the BMZA hears approximately 500 zoning appeals and 300 municipal appeals every year. Nearly \$1 billion in development, construction, and real estate projects flow through the BMZA each year. The function of the BMZA is to apply the Baltimore City Zoning Code, and related municipal codes, in a fair, consistent, and expeditious manner.	
Location of Position	
417 East Fayette Street, Room 1432, Baltimore, MD 21202	
Position Duties	
Interns will play a critical role in intake of appeals; process appeals, apply applicable law and regulations to each individual appeal, apply and evaluate appeals based on GIS, mapping, zoning, and other criteria; provide legal analysis of zoning law; apply policy analysis as necessary; attend public hearings including hearings of the Baltimore City Council; Assist in the processing, evaluating, and disposition of zoning and municipal appeals; other duties as assigned.	
Preferred Qualifications	
<u>Requirements:</u> <ul style="list-style-type: none">• Pursuing a degree in Master in Public Administration, Master in Public Policy, and Master in urban policy, and JD with a law focus on real estate or land use law or Public Administration or related field from an accredited college or university.• Desire to understand and learn zoning law, administrative law, how government bodies operate, and the interplay between developing land use legislation and its real world application.• 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• Graphic Design skills a plus utilizing MS PowerPoint and Publisher• 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*

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:

Civilian Review Board Academic Credit Intern

Agency:	Civilian Review Board
Date Opened:	12/22/2017
Filing Deadline:	Continuous
Salary:	Academic Credit
Employment Type:	Internship
Recruitment Specialist:	Njukang (NJ) Asong
Introduction	
<p>The Civilian Review Board is authorized to process complaints lodged by members of the public who allege abusive language, harassment, false arrest, false imprisonment or excessive force by members of various law enforcement agencies in the City of Baltimore. Investigators may assist with this intake process, and talk to potential complainants and assist them in filling out the forms. Investigators will conduct interviews with complainants and accused officers, and communicate with CRB staff, complainants, witnesses and members of the police department to compile evidence. When a case is completed, investigators write a report and make recommendations, which are approved by the Director and the Supervisor and then sent to the Board for review and vote.</p>	
Location of Position	
7 E. Redwood Street, Baltimore MD 21202	
Position Duties	
<p>The Civilian Review Board Intern will assist in the performance of investigation of complaints; meet and interview complainants, witnesses, law enforcement personnel and other relevant parties; and collect appropriate records, documents and other source materials to ascertain and analyze facts. The Intern will prepare reports that are well-written, thoroughly reasoned and factually accurate. She/he may also update and maintain case management records in order to report on the status of assigned investigations</p>	
Preferred Qualifications	
<p><u>Requirements:</u></p> <ul style="list-style-type: none">• Pursuing a degree in Political Science, Criminal Justice, Sociology, Journalism, or Public Administration or related field from an accredited college or university; with a strong interest in Civil Rights.• Juris Doctor or Master's degree is desirable• Ability to review and investigate complaints, research and analyze issues, develop and draft reports, correspondence, and other written documentation using Microsoft Office.• Ability to write clearly, thorough, organized and factually accurate investigative reports.• Ability to communicate effectively, orally and in writing.• Ability to establish a rapport and engender trust, with staff, supervisors, community members, law enforcement personnel, and city officials.• 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:

- 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*

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:

Baltimore Police Academic Credit Intern

Agency:	Baltimore Police Department (BPD):
Date Opened:	12/22/2017
Filing Deadline:	Continuous
Salary:	Academic Credit
Employment Type:	Internship
Recruitment Specialist:	Njukang (NJ) Asong
Introduction	
<p>The Homeland Security Section manages the overarching process of coordinating the flow of information, intelligence, and statistics across all divisions and bureaus of the department and across all levels and sectors of government and private industry. The Homeland Security Section efforts support intelligence-driven decision making and addresses immediate and/or threat-related circumstances and events by producing real-time, actionable intelligence products.</p>	
Location of Position	
601 E Fayette St, Baltimore, MD 21211	
Position Duties	
<p>The Homeland Security Section contains many different units. Interns will go into the Watch Center, Comstat Unit, and the CitiWatch program. Like all aspects of policing, the daily tasks of the members in the section vary.</p> <p>The Watch Center is a unique, local fusion center, where information is gathered, analyzed, and disseminated by civilian analysts and sworn detectives. The mission of the Watch Center and its subsequent units which it houses is to reduce crime and prevent acts of terrorism throughout the region of Baltimore by serving as the central point for the collection, synthesis, analysis, and dissemination of strategic and tactical intelligence to law enforcement, intelligence, first responder and private sector partners; and to assist the Federal Government as a partner for national security. The Watch Center partners with local law enforcement agencies, other first responders, federal law enforcement and intelligence partners; state and major urban area fusion centers, as well as the private sector to prioritize, collect, analyze, produce and disseminate actionable intelligence – often in real time – with the goal of reducing criminal activity and preventing terrorism.</p> <p>The Comstat Unit collects data from the Department’s large databases and through formatting and analysis develop reports for the department. The Comstat Unit also utilizes mapping software to make the data collected visually easy to digest and identify data clusters. The Comstat Unit also compares current data to previous data to see any increases or decreases between the timeframes. All data and maps that are created are then published on a departmental website for all the commanders. The Comstat Unit is also tasked with the actual meetings and presentation of this information weekly in the Comstat Meeting. The Comstat Unit is also tasked with regular reports to outside entities such as universities, colleges and other academic schools that have federal reporting requirements as well as other city agencies and partners.</p> <p>CitiWatch provides state-of the art CCTV cameras to assist law enforcement and public safety partner in the fight against crime. These cameras are monitored 24-hours a day and 365 days per year by certified CCTV monitors with law enforcement backgrounds to prevent violent crime and direct police officers to the scene while providing maximum intelligence on what arriving officers will find.</p> <p>Primary Functions for interns will vary depending on the unit’s needs. Interns for the Watch Center and Comstat Unit’s will typically be running analysis on various crimes, daily and/or weekly reports to be disseminated to Command Staff, as well as fielding calls from officers and detectives in the field applying for search warrants.</p>	

Interns placed within CitiWatch will be tasked with administration requests for videos and varies projects dealing with community members. The interns will be part of the presentations to the CitiWatch's public and private partners.

Preferred Qualifications

Requirements:

- Pursuing a degree in policing, intelligence analysis, criminology, forensic science or related field from an accredited college or university.
- Some exposure to ArcGIS and experience in law enforcement would be a plus
- 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. PowerPoint, Access and Excel
- 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

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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*

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:

Sustainability and Planning Academic Credit Intern

Agency:	Department of Planning
Date Opened:	12/22/2017
Filing Deadline:	Continuous
Salary:	Academic Credit
Employment Type:	Internship
Recruitment Specialist:	Njukang (NJ) Asong

Introduction

The Department of Planning is the City agency entrusted with guiding the physical development of the City of Baltimore. The Department staffs three Mayoral-appointed City commissions: Planning Commission, Commission for Historical & Architectural Preservation (CHAP) and Sustainability Commission. This Department of Planning has five divisions within the Department, in addition to the Office of the Director, each with its special focus in support of the mission and the Commissions. Cross-division collaboration is essential to the Department of Planning and is embedded in the Department's culture.

Location of Position

417 E. Fayette, 8th Floor Baltimore, MD 21202

Position Duties

Comprehensive Planners within this division are assigned to geographic areas (planning districts) and work closely with other City agencies, private citizens, neighborhood and community based organizations, and non-profits to ensure that sound planning principles are the basis for neighborhood planning efforts.

The interns will assist Comprehensive Planners to provide services such as:

- Developing Neighborhood Plans in collaboration with community stakeholders and agency representatives
- Coordinating appropriate community review of development plans, zoning appeals, and planning-related City Council bills
- Developing, amending and administering Urban Renewal Plans
- Leading the City's INSPIRE planning program around the 21st Century Schools Initiative
- Developing a capital budget and six-year Capital Improvement Program (CIP) annually
- Providing planning and policy expertise to communities, developers and City officials
- Staffing the Pimlico Community Development Authority
- Maintaining the Community Association Directory
- Implement the new Green Network Plan and newly Updated Sustainability Plan

Preferred Qualifications

Requirements:

- Pursuing a degree Graphic design, information technology, Multimedia web design, 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
- Graphic Design skills a plus utilizing MS PowerPoint and Publisher
- 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*

Invites applications for the following position:

Tobacco Cessation Program Intern

Agency:	Department of Human Resources (DHR)
Date Opened:	12/22/2017
Filing Deadline:	Continuous
Salary:	Academic Credit
Employment Type:	Internship
Recruitment Specialist:	Njukang (NJ) Asong
DHR's Tobacco Cessation Program is located in the Office of the Director. This aggressive campaign was designed to educate, encourage, and assist employees and retirees to stop using tobacco products by providing cessation programs, information, and resources.	
Location of Position	
201 E Baltimore Street, Suite 100 Baltimore, MD 21202	
Position Duties	
<u>This position will assist the Tobacco Cessation Program Coordinator to:</u>	
<ul style="list-style-type: none">• Coordinate tobacco cessation inquiries for DHR, and Key Stakeholders• Conduct policy research on tobacco cessation and tobacco-free health care facilities, and interact with staff, city agencies and external partners on findings.• Provide trainings and workshops on tobacco cessation resources, treatment, and health provider education.• Manage all tobacco cessation related internal and external partnerships.• Manage implementation resources, tasks and tobacco cessation budgets• Identify best practices and recommend new initiatives and procedures• Participate in and evaluate initiatives that embrace the City's "It's Cooler to Crush It" Campaign.• Conceptualize and Coordinate weekly events to promote the campaign.• Manage the performers who wear the Tobacco Cessation mascot costumes.• Draft communication materials about the City's tobacco cessation campaign and the health risks associated with tobacco use.• Provide content for Social Media (Facebook and Twitter).• Manage the distribution and replenishment of promotional items/giveaway's including ordering and tracking supplies and materials.• Regularly recruit and audition for performers to wear the mascot costumes.• Research, conceptualize and recommend new innovative ways to promote the "It's Cooler to Crush It" campaign.• Develop methodology for tracking and monitoring program effectiveness.	
Knowledge Skills & Abilities	
<ul style="list-style-type: none">• Pursuing a degree in Human Resources Management, Organizational Development, Project Management, Media and Communication, Business or Public Administration or related field from an accredited college or university.• Excellent written and verbal communication skills.• 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.• Must be responsible, prompt, and courteous; and have excellent attention to details.• Proficient in Microsoft Word and Excel.• Graphic Design skills utilizing MS PowerPoint and Publisher a plus.• Ability to multitask.• 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
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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*

Housing and Community Development Academic Credit Intern

Agency:	Department of Housing and Community Development (DHCD)
Date Opened:	12/22/2017
Filing Deadline:	Continuous
Salary:	Academic Credit
Employment Type:	Internship
Recruitment Specialist:	Njukang (NJ) Asong

Introduction

Our mission is to ensure that citizens of Baltimore have access to adequate and affordable housing opportunities in safe, livable and decent neighborhoods. DHCD strengthens City neighborhoods by attracting investors, developers and home buyers, as well as financing and guiding strategic development projects to meet housing and neighborhood needs.

DHCD is comprised of 5 divisions: Community Services; Green, Healthy and Sustainable Homes; Land Resources; Permits and Code Enforcement and Research & Compliance.

Community Services offers ombudsman services by offering emergency services and relocations assistance to Baltimore families; provides affordable before/after care programs to families who need it most; provides summer food services to Baltimore children throughout the summer months.

Green, Healthy and Sustainable Homes assists Baltimore families by providing energy-efficiency improvements for low income households; provides homeownership incentives to prospective homebuyers in Baltimore City; provides comprehensive benefit screenings and case management to coordinate housing, energy conservation, health, safety and financial services; assists with lead remediation for eligible owner-occupied and tenant-occupied properties; as well as provides rehabilitation services by repairing address emergencies, code violations and health/safety issues for low and moderate income homeowners.

Land Resources strategically acquires, manages and disposes of real property to create housing, social and economic development for Baltimore's neighborhoods.

Permits & Code Enforcement maintains safe and attractive neighborhoods throughout the city by enforcing the City's housing, zoning, building and related codes; issues building permits and provides subsequent inspections for construction, alteration, electrical, mechanical and plumbing work in both commercial and residential structures.

Research and Compliance provides funding for the production of rental and for sale housing opportunities in order to create decent, safe and affordable housing.

Location of Position

417 E. Fayette Street, Suite 201, Baltimore, MD 21202

Position Duties

The LIGHT Program reviews, monitors and processes a wide variety of assigned client cases that involves the provision of social, health vocational, rehabilitation or related services to City residents. Upon receipt of referrals; The intern will be responsible for interviewing and completing assessments for clients in the office or over the phone and will delineate and document problems and needs; Determine if client meets eligibility standards for identified programs; May interview client's family members, neighbors, co-workers, employers, social and health care providers to investigate client's problems. The intern will also review and analyze client information in order to develop and recommend problem-solving strategies; may consult with superiors and professionals on case in order to gather counsel, observations, evaluations and recommendations on case dispositions. The intern will also advise clients on available City, State and private services and programs; provides clients with handouts, brochures and related documents for their information and use. The intern would be responsible for maintaining accurate, up-to-date and detailed client case records and files and ensuring the confidentiality of client case records and files. Interns will be partnered with a Social Service

Coordinator and will inform of individual case statuses for the incumbent Social service coordinator to handle the overall caseload that will in turn handle issues requiring professional intervention for disposition and action. They will also be responsible for writing reports for outcome of the assessment with recommendations to the Social Service Coordinator for strategies and possible referrals.

Required Knowledge, Skills and Abilities

Preferred Qualifications

- Pursuing a degree in Social Works, Counselling, Law, Public Administration or related field from an accredited college or university.
- Knowledge of social, public health, medical, rehabilitation and educational resources.
- Knowledge of interview and investigation techniques.
- Skill in maintaining confidential, accurate and detailed client case information and records.
- The Intern should have excellent written and verbal communication skills.
- 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
- Ability to prioritize, multitask, and work on multiple projects simultaneously.

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.

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Further Instructions

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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*

Shared Services Academic Credit Intern

Agency:	Department of Human Resources (DHR)
Date Opened:	12/22/2017
Filing Deadline:	Continuous
Salary:	Academic Credit
Employment Type:	Internship
Recruitment Specialist:	Njukang (NJ) Asong
Introduction	
<p>The Department of Human Resources is responsible for attracting, developing, and retaining a diverse and quality workforce for the City of Baltimore. Shared Services, a Division of the Baltimore City Department of Human Resources (DHR), provides expert human resource consultative services to Partner Agencies city-wide via a team of highly skilled HR Business Partners. HR Business Partners promote HR best practices, establish contemporary /progressive HR infrastructure, ensure continuity in HR operations, and drive optimal HR Service delivery across the City of Baltimore in collaboration with the specialized Divisions of DHR, referred to as Centers of Excellence.</p>	
Location of Position	
201 E Baltimore St, Baltimore, MD 21202	
Position Duties	
<p>This internship is designed to be a hands-on learning opportunity with exposure to the multiple HR disciplines including, but not limited to: Compensation & Classification (Position Reclassification, Position Descriptions, Salary Adjustment and Department Reorganization); Employee/Labor Relations (Performance Management, Coaching, Discipline, Retention, Accommodation and Leave Administration); Investigations; HRIS; and Talent Acquisition/Recruitment (Job Requisitions, Interviewing, and Onboarding).</p> <p>A Shared Services Internship may include the following duties:</p> <ul style="list-style-type: none">• Pre-employment screening• Reference Checks• Position Description development• Classification and compensation projects• Correspondence, spreadsheet and report preparation• Investigation support• Special projects, events, and newsletter• Other duties as required	
Preferred Qualifications	
<ul style="list-style-type: none">• Knowledge of basic human resource administration principles.• Ability to communicate effectively, and present ideas and recommendations clearly and effectively, both orally and in writing.• 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. •• Responsible, prompt, courteous; and have excellent attention to details• Computer literate and familiarity with word processing, spreadsheet, database applications and the Internet (i.e. Word, PowerPoint, Access, etc.)• Ability to work as a member of a team to assure project completion.• Ability to organize work in order to meet established deadlines.• Ability to prioritize and handle multiple tasks.	
Drug & Alcohol Testing	
<p>Candidates selected for this internship will be required to submit to drug and alcohol testing.</p>	
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.
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Further Instructions

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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

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:

Data Science Academic Credit Intern

Agency:	Mayor's Office of Innovation
Date Opened:	12/22/2017
Filing Deadline:	Continuous
Salary:	Academic Credit
Employment Type:	Internship
Recruitment Specialist:	Njukang (NJ) Asong
Introduction	
<p>The recently launched Mayor's Office of Innovation is a team, supported by Bloomberg Philanthropies, that works with City agencies to design and develop projects using research, data and design to tackle a range of challenges in Baltimore. This office will focus on a single issue, defined by the Mayor, over a period of several months before moving on to a new area.</p> <p>The Innovation Team's initial project is supporting the Baltimore Police Department (BPD) to improve its recruitment and hiring.</p>	
Location of Position	
City Hall, 100 N. Holliday St, Baltimore, MD 21202	
Position Duties and responsibilities	
<u>Research</u> <p>The Innovation Team is in the midst of the research phase of its work with the BPD, in which it is seeking to develop a detailed understanding of police recruitment and hiring using data analysis, reviewing challenges and practices from other cities and gathering insights from different stakeholders. The data science intern will support the Innovation Team by:</p> <ul style="list-style-type: none">• Supporting the team's data gathering efforts – extracting data from city systems, cleaning, and combining• Contributing to rigorous data analysis & visualization• Helping to synthesize and document findings from different research strands <p>The data science intern will perform similar duties for the Innovation Team's next challenge, which may involve a completely different topic and other city agencies.</p>	
<u>Design & Implementation</u> <p>The Innovation Team is tasked with improving city services, strategies, or policies with its research as a solid foundation. The data science intern will:</p> <ul style="list-style-type: none">• Assist in developing well thought-out proposals for changes to city processes on the basis of the team's analysis• Potential opportunity to design and implement database tools for BPD or other agencies in the future	
Preferred Qualifications	
<u>Education</u> <ul style="list-style-type: none">• Upper-level undergraduate or graduate STEM students (computer science, statistics, mathematics, engineering, basic sciences, etc.) with firm understanding of statistical concepts• Previous internship or independent research project	
<u>Desired Technical Skills</u> <ul style="list-style-type: none">• Ability to check own work; takes extra steps to confirm answer is correct before presenting	

findings

- Enjoys spending time crafting clear, uncluttered data visualizations
- Ability to join disparate datasets; manipulate, transform, summarize, and visualize data
- Solid experience in Microsoft Excel a must
- Experience and interest in programming language (e.g. R, Python) or analytical packages such as MATLAB or Mathematica
- Understanding of database structure, design, query languages (e.g. SQL) helpful

Interests & Communication

- Passion for creating the best possible work product; attention to detail
- Motivated to apply STEM fields to public policy
- Strong intellectual curiosity
- Excellent interpersonal and communication skills
- Able to confidently present ideas and analysis to non-technical staff

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.
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CHECKLIST FOR APPLICATION

Applications MUST include:

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- ✓ Current résumé including email address, telephone numbers and educational/work experience.

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**Internship Program, Department of Human Resources
City of Baltimore**

**ATTN: Njukang (NJ) Asong
201 East Baltimore St, Suite 300, Baltimore, MD 21202**

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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:

Mayor's Office of Innovation Academic Credit Intern

Agency:	Mayor's Office of Innovation
Date Opened:	12/22/2017
Filing Deadline:	Continuous
Salary:	Academic Credit
Employment Type:	Internship
Recruitment Specialist:	Njukang (NJ) Asong
Introduction	
<p>The recently launched Mayor's Office of Innovation is a team, supported by Bloomberg Philanthropies, that works with City agencies to design and develop projects using research, data and design to tackle a range of challenges in Baltimore. This office will focus on a single issue, defined by the Mayor, over a period of several months before moving on to a new area.</p> <p>The Innovation Team's initial project is supporting the Baltimore Police Department (BPD) to improve its recruitment and hiring.</p>	
Location of Position	
City Hall, 100 N. Holliday St, Baltimore, MD 21202	
Position Duties and responsibilities	
<u>Research</u>	
<ul style="list-style-type: none">• The Innovation Team is in the midst of the research phase of its work with the BPD, in which it is seeking to develop a detailed understanding of police recruitment and hiring using data analysis, reviewing challenges and practices from other cities and gathering insights from different stakeholders. The intern will support the Innovation Team on this by:• Supporting the team's literature review and examination of the experience from other cities• Contributing to data analysis• Helping to synthesize and document findings from these different research strands	
<i>Stakeholder engagement</i>	
<ul style="list-style-type: none">• The Innovation Team participates in regular meetings, workshops and other events both to contribute to the team's research and as part of its work with stakeholders inside and outside of City government. The intern will:• Attend and participate in these meetings - e.g. with BPD officials• Assist with planning and execution of meetings and special events such as workshops• Support meeting and workshop facilitation and note taking	
Preferred Qualifications	
<ul style="list-style-type: none">• Pursuing a degree in Computer Science, data analytics, project management or related field from an accredited college or university.• Experience working in government at the city, state or federal level or other public policy-related experience• Strong organizational and project management skills• Excellent written and verbal communication skills• Must be good with PowerPoint and Excel; proficiency with statistical software a plus• Excellent analytical abilities and problem-solving skills	

- Strong interpersonal skills and a collaborative work style
- Experience designing and building webpages
- Familiarity with design-based innovation, behavioral insights, lean methods or other innovation methods a plus

Drug & Alcohol Testing

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Criminal Background Check

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Eligibility Requirements

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Selection Process

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