

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

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| 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 | |
| <u>Requirements:</u> <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*