

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

Invites applications for the following position:

### **Mayor's Office of Innovation Academic Credit Intern**

<b>Agency:</b>	<b>Mayor's Office of Innovation</b>
<b>Date Opened:</b>	<b>12/22/2017</b>
<b>Filing Deadline:</b>	<b>Continuous</b>
<b>Salary:</b>	<b>Academic Credit</b>
<b>Employment Type:</b>	<b>Internship</b>
<b>Recruitment Specialist:</b>	<b>Njukang (NJ) Asong</b>
<b>Introduction</b>	
<p>The 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>	
<b>Location of Position</b>	
City Hall, 100 N. Holliday St, Baltimore, MD 21202	
<b>Position Duties and responsibilities</b>	
<b><u>Research</u></b>	
<ul style="list-style-type: none"><li>• 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:</li><li>• Supporting the team's literature review and examination of the experience from other cities</li><li>• Contributing to data analysis</li><li>• Helping to synthesize and document findings from these different research strands</li></ul>	
<b><i>Stakeholder engagement</i></b>	
<ul style="list-style-type: none"><li>• 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:</li><li>• Attend and participate in these meetings – e.g. with BPD officials</li><li>• Assist with planning and execution of meetings and special events such as workshops</li><li>• Support meeting and workshop facilitation and note taking</li></ul>	
<b>Preferred Qualifications</b>	
<ul style="list-style-type: none"><li>• Pursuing a degree in Computer Science, data analytics, project management or related field from an accredited college or university.</li><li>• Experience working in government at the city, state or federal level or other public policy-related experience</li><li>• Strong organizational and project management skills</li><li>• Excellent written and verbal communication skills</li><li>• Must be good with PowerPoint and Excel; proficiency with statistical software a plus</li></ul>	

- 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**

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 internship. However, we suggest that those individuals re-apply for a future internship opportunity.*

#### **Further Instructions**

**SEND YOUR COMPLETED APPLICATION PACKET BY POSTAL MAIL TO (Electronic Submission**

**Preferred):**

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

**ATTN: Njukang (NJ) Asong**

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

**Submit an Electronic Application at: [www.baltimorecity.gov](http://www.baltimorecity.gov)**

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