

# GRADUATE INTERNSHIP PROGRAM

## CITY OF WINDSOR HEIGHTS



The City of Windsor Heights, Iowa, located immediately adjacent to Des Moines, has partnered with Drake University to provide an exciting part-time management internship program open to graduate students in the MPA Program. The City seeks an intern with a passion for public service who is considering a career in municipal management.

### ELIGIBILITY

Candidates must be graduate students in public administration, public affairs, or a related field at Drake University. It is preferred that the student be at least half-way through the graduate program and/or working on their capstone project. To be considered, candidates must possess exceptional research, analytical and communication skills; be highly motivated, and be able to exercise sound judgment working independently and as part of a team.

### DESCRIPTION

The City of Windsor Heights is a small-medium sized unit of local government with a population of approximately 5,000. The City offers a full complement of municipal services including park and recreation, police department, public works, fire department, economic development, planning and zoning, and clerk functions. The City has recently completed strategic planning efforts and is currently undertaking an economic development plan. Ongoing and upcoming projects include: numerous large redevelopment initiatives, a public bike hub, and a comprehensive road repair project, in addition to several stormwater projects.

### RESPONSIBILITIES

The Intern will be provided with an exceptional opportunity to acquire practical experience in a variety of settings and play a large and central role in the City's government services. The Intern's responsibilities will gradually increase from clerical responsibilities to facilitating meetings and helping manage projects. Core intern responsibilities include: updating the City Code, employee handbook, and website; network management; file maintenance; department support; Capital Improvement Plan tracking; research and writing assistance; certain HR functions and evaluation of program effectiveness in accord with the strategic plan. The intern will be exposed to and acquire practical work experience in all departments.

### HOURS & BENEFITS

12-20 hours per week have been allocated for the temporary, part-time, FLSA non-exempt position.

Most work will be completed during normal City Hall hours of operation. In order to enhance the Intern's experience, attendance at several evening

Council and Committee meetings is encouraged and included in the hours per week. The Intern will be compensated at minimum wage per hour and may be eligible for an adjustment if the internship

extends beyond 6 months. Benefits offered include IPERS, employee funded supplementary insurance through AFLAC, and employee funded annuity opportunities. The Intern will also be afforded the opportunity to attend various training and professional development courses depending on availability of funds.

### APPLY TODAY!

Interested candidates should email {[Danette Kenne; danette.kenne@drake.edu](mailto:Danette.Kenne@drake.edu)}. A cover letter, resume, official university transcripts from all post-secondary institutions attended, and references from the candidate's academic institution (instructor, advisor, department chair) and past work supervisor(s) will be required upon request for those being considered by the City.

