



SUSTAINABLE LANDSCAPES SUMMER INTERNSHIP

The Sustainable Landscapes internship will allow the selected intern to gain knowledge of, and valuable work experience in the Chicago Department of Environment (CDOE) by assisting the City of Chicago's Landscape Coordinator in the Natural Resources & Water Quality Division.

Note: This is a temporary position from approximately May 2010 through September 2010.

Minimum Qualifications: Must be a student in good academic standing currently enrolled in an accredited college or university or law school OR a student in good academic standing currently enrolled in a accredited business or data processing/information technology school. Must have a minimum cumulative grade point average of 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale.

Note: Must maintain the minimum cumulative GPA throughout the duration of employment.

Duties: Duties include but are not limited to: assisting with meeting preparation and follow-up; researching secondary sources to support the development of memos & white papers; assisting with and/or preparing Power Point presentations; benchmarking sustainable landscape programs; identifying speakers and developing agendas for quarterly staff & other meetings; assisting with field inventories for urban forest expansion efforts; responding to Mayoral requests; and assisting other CDOE staff and working on other CDOE projects as needed.

Note: Experience using computer software such as Word, Excel and PowerPoint. Must possess excellent communication skills and be organized, reliable, punctual, and have a positive attitude. Students in all disciplines are encouraged to apply; however, preference will be given to students majoring in Landscape Architecture, Ecology/Biology, Urban Planning and Environmental Studies. Although work hours are somewhat flexible to meet the needs of the CDOE and the intern, it is desired that the intern is available to work full-time (35 hours/week) during regular weekday business hours.

Salary: \$10/hour for college freshman/sophomores.; \$12/hour for college juniors/seniors; and \$14/hour for graduate students. Salary is based upon grade level completed at the time of hire.

Application Period: 03/29/10 – 04/23/10

How to Apply

□ Provide all of the following materials:

- Resume
- Cover Letter/Personal Statement
- References
- Current Student Transcript
- Letter of current enrollment verification
- Proof of residency

Residency Requirement: All paid student Intern applicants must be an actual resident of the City of Chicago. Proof of residency will be required at the time of employment via one of the following: a valid driver's license, state identification card, voter's registration card, or a utility bill (gas, electric) displaying a City of Chicago residence.

Please submit all application materials via email to:

Joann Mcneil, Supervisor of Personnel Services
Joann.Mcneil@cityofchicago.org

NOTE: Applications must be submitted by the individual applicant. No second party applications will be accepted. Incomplete packets will not be considered

NOTE: Late or incomplete submissions will not be considered.

NOTE: If you are a person with a disability and require a reasonable accommodation in order to participate in the application process, please contact the City of Chicago, Department of Human Resources at 312-744-4976 (voice) or 312-744-5035 (TTY). You may be required to provide information to support your reasonable accommodation request.

NOTE: ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an equal employment opportunity/affirmative action employer.