

City of Greenville
City Manager's Office
Management Intern Program

Overview

An internship with the City of Greenville offers the opportunity to learn the complexities of municipal government and contribute to the management of projects important to the operation and growth of the City.

Program Purpose

The Internship's purpose is to give graduate students with an expressed interest in local government management the chance to explore the field in a work setting. This program allows interns to take what they have learned about public service, management, and research in the classroom, and apply those lessons to significant City projects in order to further prepare for a career in the public sector.

The City of Greenville benefits from the projects completed by the Management Intern, while the Management Intern benefits from the knowledge and guidance of experienced local government staff.

How to Apply

The City of Greenville Management Internship is a 400-hour, paid internship program to be completed between May and August. Applicants are required to submit the following:

- City of Greenville Internship Program Application
- Cover letter explaining planned career path and how experience as a City of Greenville Management Intern fits into your career
- Identification of your strengths and weaknesses in a professional context and areas of professional interest
- Explanation of why you chose the City of Greenville for your internship
- Resume and two references

All materials must be received by the City Manager's Office by February 28, 2019.

Submissions are accepted by mail, personal delivery, email, or fax.

City of Greenville
Assistant City Manager
Attn: Management Internship Program
PO Box 7207
Greenville, NC 27835

Phone: 252-329-4432

Fax: 252-329-4435

Email: draynor@greenvillenc.gov

The Assistant City Manager will review applications and supplemental materials following the application deadline and invite qualified applicants to interview for the position. Management Interns are chosen on a competitive basis. Women and minorities are encouraged to apply.

Application

Please type or print clearly, and mail or fax with other application materials.

Date _____ Dates of Availability _____

Last Name _____ First Name _____

Current Address _____

City _____ State _____ Zip Code _____

Phone Number where you can best be reached _____

Email _____

Current institution attending _____

Date of graduation/anticipated _____

Graduate degree _____

Other institutions attended and degrees _____

List relevant skills (include computer experience) _____

References

Name _____ Organization _____

Position _____

Telephone Number _____ Email _____

Name _____ Organization _____

Position _____

Telephone Number _____ Email _____

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