City of Monroe, Ohio
2016 Summer Internship Program

The City of Monroe is now accepting applications for their 2016 Undergraduate Intern position. The goal of this program is to further supplement a student’s undergraduate education by providing a service learning opportunity that addresses a variety of aspects of municipal government. Applicants should submit a cover letter and a resume to Jennifer Patterson, Assistant to the City Manager, by email at pattersonj@monroehio.org. All application materials must be submitted by 5:00 pm on April 22, 2016. Interviews will be scheduled for the week of April 24, 2016.

Qualified candidates must be actively enrolled and in good academic standing in a 4-year undergraduate institution. Applicants should possess a cumulative GPA of at least 3.2 on a 4.0 scale and have completed substantial coursework in public administration or a similarly related field of study. The selected candidate must have a valid driver’s license and be able to pass a drug test/background check.

This is a part-time, unpaid internship. The selected candidate is expected to work 20 hours per week at various City facilities under the general supervision of the City Manager’s Office. The City of Monroe will work with the applicant’s university to award class credit, if appropriate.

The selected candidate will demonstrate technical skills necessary to complete the projects outlined below, as well as the ability to display maturity and professional behavior at all times. This includes maintaining confidentiality where appropriate.

Anticipated 2016 projects include:

- Working with the Monroe Historical Society to develop a document that highlights notable former Monroe residents in anticipation of the City’s upcoming bicentennial celebration
- Integrating tax data into the City’s GIS system to produce workforce and commuting maps
- Analyzing the workforce data to provide a full report on the City’s commuting patterns
- Participate in Lean/Six Sigma-based process improvement exercises in a variety of City departments
- Attending selected business retention and expansion visits and regional economic development meetings
- Conducting a business inventory for the City and Lemon Township
- Assisting with the digitization of personnel records and associated records retention processes
- Assisting with developing content and update the City’s economic development website
- Handling other projects as assigned

The City of Monroe is a progressive and rapidly growing community of 13,000 residents located directly on I-75 (Exit 29) between Cincinnati and Dayton. The City provides the range of municipal services as typical for a community of this size. Over the past 10 years, the City has experienced strong commercial/industrial growth while maintaining a fiscally conservative approach to providing high-quality services. The City of Monroe is an Equal Opportunity Employer.