

Mayor Greg Ballard Internship Program

Title: Mayor's Intern – Summer 2015
Department: Administration
Start Date: May 18, 2015
End Date: August 14, 2015
Compensation: None (free parking)



Job Description:

Mayor Ballard's Internship Program gives undergraduate and graduate students an opportunity to experience the administration of local government in the nation's 13th largest city. Each department works closely with other departments in the Mayor's office, giving Mayor's Interns a broad view of the operations of the city.

The Administration Intern will work on special projects, research and assist on the Indy's Campaign for Financial Fitness.

All Mayor's Interns will be required to assist in general office management and clerical functions.

Internship orientation is on Monday, May 18th.

Resumes and Three References must be submitted via Email with the internship title in the subject line by Sunday March 29th to:

**Erin Ragland
Office Coordinator
Office of Mayor Greg Ballard
Erin.Ragland@indy.gov**