

Mayor Greg Ballard Internship Program

Title: Mayor's Intern – Summer 2015
Department: Constituent Services
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.

Constituent Services interns will have the opportunity to participate in the following activities:

- Writing various recognition projects including Proclamations, Certificates, Welcome and Greeting letters
- Processing correspondence and maintaining records
- Monitoring newspapers for possible recognition opportunities
- Conducting research for special projects
- Attending various Mayoral functions

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

Internship orientation is on Monday, May 18, 2015.

Resumes and Three References Must be Submitted via Email with internship in the subject line by

Monday March 30th to:

Erin Ragland

Office Coordinator

Office of Mayor Greg Ballard

Erin.Ragland@indy.gov

