

Mayor Greg Ballard Internship Program

Title: Mayor's Intern – Summer 2015

Department: Veteran 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.

The Mayor Ballard's Veteran Services provides assistance to Veterans and their families in obtaining benefits they have earned. They assist with gathering information to support a claim, filing the claim, filing appeals for denied claims and tracking the claim through the VA system. Indianapolis currently has over 65,000 Veterans.

The duties of the Veteran Services Intern are as follows: gathers data, answers the phone, assist with outreach in the community, letter writing, taking minutes at meetings and other duties that may be assigned.

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