**City of Virginia Beach**  
**Summer Internship for Students**  
**Department of Public Works**

**Summary:**
The City of Virginia Beach Department of Public Works Internship Program is designed to recruit diverse college students majoring in Public Administration, Accounting, Government, Political Science or related field. The program provides viable full-time work experiences during the summer that assist students in making connections between textbook knowledge and real world experiences.

**Position Description:**
Compile statistical data into routine reports; prepare basic informational reports in support of the director and administrative staff; participate in division or department projects by researching or providing relevant information; assist in the budget process by providing performance measure reports on departmental or divisional operations; research and analyze energy usage trends; Provide support to the City’s other green initiatives including LEED, green jobs, and waste reduction and conduct research in order to gather information and data needed to correctly analyze division or department projects.

**Minimum Qualifications:**
Candidates must possess a valid Virginia or North Carolina Driver's license. Must have basic knowledge of public administration or business administration theories and practices and be able to use basic Microsoft applications (Word, Excel, PowerPoint, etc.). Students can be enrolled in either an undergraduate or master program in public administration, accounting, business administration, management or related field.

**Work Hours:**
Candidates will work a 40 hour internship between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday for approximately 12 weeks (May 15, 2017 – August 11, 2017). Normal work hours may vary depending on the position. Flexibility for school schedules is allowable. The applicant is responsible to provide their own transportation to work and housing during the summer internship.

**Compensation:** Paid Internship

**Application Procedure:**
All interested applicants should e-mail a resume, cover letter and transcripts (unofficial will be accepted) to PWInternship@vbgov.com. Incomplete applications will not be considered for the internship program. Interviews will be scheduled for qualified applicants during the weeks of March 9th – 19th. References may be requested at time of interview. If you have any questions regarding this posting, please contact PWInternship@vbgov.com.

**Application Deadline:** February 3, 2017

**Note:** The individuals selected will be employed through a temporary services agency and assigned to the City of Virginia Beach. A drug test and criminal background check, performed by this agency, is required before employment. Interns must also provide a recent DMV driving record prior to employment.

The City of Virginia Beach is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, religion, national origin, race, disability or political affiliation.