

Local Government Academy Intern

The Municipal Internship Program provides paid internships to graduate and undergraduate students who want to work on real issues facing our communities every day. Internships take place during the summer months, generally beginning in late May or early June and concluding in August.

In a separate application process, local municipalities propose projects they would like to undertake during the internship period. Projects may involve various municipal departments, including planning and zoning, budget and finance, economic development, code enforcement, community outreach, public works, or public safety.

Interns in the program will benefit from:

- Practical, significant experience in local government
- The opportunity to test the skills and knowledge gained in the academic setting
- Experience in interpersonal communication and group dynamics
- Networking with local government practitioners and other interns
- Meeting new contacts for possible future employment opportunities
- The opportunity to learn from others through coaching, supervision, and mentoring
- Experience gained from bridging the gap between the academic and professional worlds

Eligibility

The Municipal Internship Program is open to active undergraduate and graduate students.

Compensation

Interns are hired by the placement site and will be compensated at an hourly rate of \$12.00 for graduate students and \$11.00 for undergraduate students. Any student placed within an Act 47 Distressed Municipality Site Will Earn \$12.00 Per Hour.

Selection Process

Interested students must submit their application and resume online using the "Submit Your Application" button at the bottom of the page. Interns have the opportunity to select up to three projects. Supervisors will contact qualified students for interviews and make their final selection by the date located in the timeline below.

Although successful internships have been completed by students with a wide range of education and experience, the most successful projects have been marked by students who exhibit the following criteria:

- Superior academic credentials, effective interpersonal skills, and strong writing and computer skills
- Past work or applicable volunteer experience

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- Interest in or familiarity with local government and community needs such as financial management, planning, computer systems, community engagement, etc.
- Self-motivation and ability to work well with others

Program Timeline

- **Monday, January 9– Program Opens**
Applications for intern projects become available on this page.
- **Monday, March 13 – Projects Announced.**
Placement Site Internships announced.
- **TBD March 2023 – Intern Fair**
The Fair provides opportunities for municipalities to interview prospective interns. Attendance at the Fair is required by at least one representative from each chosen placement site.
- **Friday, April 28 – Intern Selection Announcement**
Municipalities conclude interview process and make internship offer to desired candidate.
- **Friday May 19 – Intern Projects may commence**
Internship project activities may commence. (All internships must begin no later than June 6, 2022.)
- **Wednesday, June 14 – Virtual MIP Orientation for Interns**
Intern Orientation Workshop. Mandatory meeting for Interns.
- **Wednesday, June 21 – 10:00 - 3:00pm – In person Orientation Session**
Intern Development Session required for all interns
- **Wednesday, July 12 – 10:00am - 3:00pm – Development Session**
Intern Development Session required for all interns.
- **Thursday, August 24 – 11:00am - 1:00pm – Recognition Event**
Annual Recognition Lunch – required of all interns and supervisors.
- **August 31, 2023**
Internship concludes.

The LGA will reimburse 50% of \$12.00 /hr for graduate and \$11.00/hr for undergraduate student. Total cost at \$12.00 is \$5,760 and we would get reimbursed for \$2,880. If we did \$18/hr to make it attractive, it would cost the township estimated \$5,760.

In Planning & Zoning, we can use an intern for the following tasks:

- scanning permit archives at Public Works
- data collection of stormwater assets in field in new residential areas and commercial developments
- scan rolled site and development plans