

COUNTY EXECUTIVE INTERNSHIP PROGRAM DESCRIPTION

Purpose: It is the purpose of this program to provide meaningful educational opportunities for undergraduate and graduate level students within the Executive Office of Milwaukee County Government while providing support to full-time staff.

Requirements: Students should be enrolled full-time or part-time in an undergraduate or higher program. Preference will be given students whose field relates directly to the activities of the County Executive's Office. These may include, but are not limited to, fields such as political science, public administration, economic development, urban studies, journalism, public relations, and communications.

Ideal applicants should exhibit the following qualities:

- strong written and verbal communication skills
- a calm and positive attitude in the face of difficult situations
- a commitment to public service
- strong work ethic
- the ability to work independently on tasks

Students should be able to devote 10-15 hours per week to their internship.

All internships with the office of the County Executive are unpaid. Students may perform the internship for credit provided that any assignments pertaining to the office are approved by staff before submission to the school.

Activities of Interns: Interns will work alongside the full-time staff of the Executive Office. Interns may be involved in some or all of the following: constituent service issues, research pertaining to issues being discussed by the Executive's office and the County Board, drafting of Executive Proclamations, responding to scheduling requests, and creating briefings/talking points for the County Executive. Interns will also have the option to attend staff meetings as an opportunity to learn about County government.

Application: Interested candidates may apply through submission of a cover letter and resume to Claire Zautke, Principal Executive Assistant. Applications can be submitted by e-mail to Claire.Zautke@milwcnty.com, via fax to (414) 223-1375, or mailed to Claire Zautke, Milwaukee County Executive Office, 901 North 9th Street, Room 306, Milwaukee, WI 53233. Questions regarding the program can be directed to: Claire Zautke, Principal Executive Assistant at Claire.Zautke@milwcnty.com or (414) 278-4211.

Deadline: Applications should be submitted before 5pm on August 1 for fall semester, December 1 for spring semester and April 1 for summer. Select interviews will be conducted in person following the deadline.