



**2018
Mayor's Summer Internship Program (MSIP)
Overview**

**Ollie S. Tyler
MAYOR**

**Tari T. Bradford
Executive Assistant for Governmental Affairs**

THE MAYOR'S SUMMER INTERNSHIP PROGRAM

OVERVIEW

The Mayor's Summer Internship Program (MSIP) is geared toward undergraduate and graduate students with an interest in learning the day-to-day operations of public service. The program offers students the opportunity to serve as interns in various city departments.

The program will run from June through July 2018 for a total of six (6) to eight (8) weeks. This paid internship requires a commitment of thirty (30) hours per week from **9 o'clock a.m. to 4 o'clock p.m., Monday – Friday.**

Students will be assigned projects and required to submit reports documenting their progress and goals. Students will also participate in a community service project and bi-weekly group sessions to support career development.

Mission: to provide opportunities to introduce college level students with a passion for public service in gaining practical knowledge of the daily functions of local/municipal government.

Minimum Qualifications:

- Priority consideration is given to applicants *who are residents of Shreveport, LA*
- Applicants must be at least a college Sophomore or graduate student and physically enrolled in and attending an accredited college or university
- Applicants may also be a Fall 2017 or Spring 2018 graduate

Interns studying/majoring in the following academic programs are strongly encouraged to apply:

- ❖ Business/Accounting
- ❖ Education
- ❖ Engineering
- ❖ Environmental Sciences
- ❖ Forensics & Crime Scene Investigations
- ❖ Human Resources
- ❖ Information Technology
- ❖ Journalism/Communications
- ❖ Kinesiology or Sports Administration
- ❖ Political Science
- ❖ Public Policy/Administration/Urban Planning/Social Services

Minimum GPA: 3.0

- Applicants will be selected based on work ethic, commitment to community, sense of responsibility, and academic performance.

HOW TO APPLY:

Individuals who meet the qualification will submit the following application materials to the mailing address below:

- ❖ Application
- ❖ Resume
- ❖ Letter of Interest
- ❖ Two (2) Letters of Recommendation with contact information
- ❖ Official College Transcripts (mailed FROM college/university)
- ❖ Application materials must be completed and received by 4:00 o'clock p.m. on **April 16, 2018.**

INCOMPLETE PACKETS AND APPLICANTS NOT MEETING THE MINIMUM REQUIREMENTS BY APRIL 16, 2018, WILL BE ELIMINATED FROM CONSIDERATION.

MAILING ADDRESS AND CONTACT INFORMATION

Mayor's Summer Internship Program

Attention: Tari T. Bradford

Office of the Mayor

505 Travis Street, Suite 200 -- Shreveport, LA 71101

For more information, please feel to contact Tari T. Bradford at

318.673.7516

or

Tari.Bradford@shreveportla.gov

Mayor's Summer Internship Application

This application, along with a resume, letter of interest, two (2) letters of recommendation, and an official college transcript (sealed and mailed from the college/university), must be completed upon submission and received by **4pm on Monday, April 16, 2018**. Applications not meeting the deadline and/or lacking documents will not be considered. The City of Shreveport is an EEO Employer.

PERSONAL AND GENERAL HISTORY

Last Name: _____ First Name: _____ MI: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Cell Phone: _____ Second Phone: _____
University/College attending: _____ Are you currently enrolled? _____ Yes _____ No
Degree/Major: _____ Degree/Minor: _____ GPA: _____

Are you a U.S. citizen?

Yes _____ No _____ If no, do you have a visa which allows employment? Yes _____ No _____ Visa number _____

Have you been an intern with the City of Shreveport before?

Yes _____ No _____ If so, when: _____ Department: _____ Supervisor's name: _____

In the event of emergency notify

Name: _____ Phone: _____ Relation: _____

AREAS OF INTEREST

Please rank in order numbers 1-3, indicating your areas of interest with number 1 as your top choice or area of interest.

____ Business/Accounting ____ Education ____ Engineering ____ Information Technology
____ Environmental Science ____ Journalism/Communications ____ Forensics & Crime Scene Investigations
____ Kinesiology or Sports Administration ____ Human Resources ____ Political Science
____ Public Policy/Administration/Urban Planning/Social Services

I certify that the information given by me on this application is true and complete. I understand and agree that any false information or concealment of fact is sufficient grounds not to be considered for an internship in the Mayor's Summer Intern Program.

Signature: _____ Date: _____

Mailing address and Contact Information

Mayor's Summer Internship Program
Attention: Tari T. Bradford
Office of the Mayor

505 Travis Street, Suite 200
Shreveport, LA 71101
318.673.5050

Tari.Bradford@shreveportla.gov

DO NOT WRITE BELOW THIS LINE

____ Application Timely ____ Application Completed ____ Applicant Meets All Requirements ____ Reviewer's Initials

Department Referred to: _____ Date Referred: _____ Individual Referred: _____

Applicant Hired by: _____