

THE 2025 MAYOR'S SUMMER INTERNSHIP PROGRAM

OVERVIEW

The Mayor's Summer Internship Program (MSIP) is geared toward undergraduate and recent graduate students with an interest in learning the day-to-day operations of public service. The program offers students the opportunity to serve as an intern in various city department. The program will run from June 2nd through July 11, 2025, for a total of six (6) 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 function of local/municipal government.

Minimum Qualifications:

- Priority consideration is given to applicants who are residents of Shreveport, LA. Applicants must be at least a rising college Sophomore or graduate student and physically enrolled in and attending an accredited college or university.

- Applicants may be a Fall 2024 graduate

Students studying/majoring in the following academic programs are strongly encouraged to apply to the MSIP

- Accounting/Finance
- Biology/Chemistry
- Engineering
- Environmental Sciences
- Forensics & Crime Scene Investigations
- 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 (Upload with this Submission)
 - Letter of Interest (Upload with this Submission)
 - Two (2) Letters of Recommendation with contact information (mail to below mailing address)
 - Official College Transcripts (mailed FROM college/university)
- 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
MSIP@Shreveportla.gov

DEADLINE FOR SUBMISSION OF MSIP application is April 25, 2025, by 4:00 p.m.

PROGRAM FOR COLLEGE STUDENTS ONLY

INCOMPLETE PACKETS AND APPLICANTS NOT MEETING THE MINIMUM
REQUIREMENTS BY APRIL 25, 2025, WILL BE ELIMINATED FROM CONSIDERATION.

[2025 Application MAYORS SUMMER INTERSHIP PROGRAM.pdf](#)

[2025 Poster](#)