



CITY OF SEATTLE

City Council Graduate Work Study Intern

SALARY:	\$19.76 /Hour
LOCATION:	City Hall, 600 4th Ave., Seattle, Washington
JOB TYPE:	Work Study College Intern
SHIFT:	Day
DEPARTMENT:	Legislative Department
BARGAINING UNIT:	Not represented
CLOSING DATE	06/20/17 04:00 PM Pacific Time

POSITION DESCRIPTION:

The Legislative Department has an outstanding opportunity for a Graduate Work Study Intern in the office of Councilmember Mike O'Brien. This is a dynamic, fast paced and collegial environment that provides an opportunity for you to grow professionally. The office is comprised of four staff members, all of whom report to the Councilmember.

The position's primary functions include, but are not limited to, 1) maintaining office systems and 2) conducting research and analysis, and making recommendations for policy and programming direction.

This position requires a self-starter with strong attention to detail and keen sense of organization; the ability to prioritize; independent judgment; discretion in handling sensitive and confidential matters; and the temperament and skills to manage multiple projects while responding quickly and professionally to those who contact the office. Excellent written and oral communication and interpersonal skills are essential.

Educational Benefit to Student:

- Gain valuable exposure to the inner-workings of local city governance and the legislative process by interacting with and aiding City Councilmembers and their team of Legislative Assistants;
- Develop greater awareness of local issues, including those impacting the City's Asian community specifically, by meeting and engaging with important community stakeholders and constituents;
- Participate in policy making process through conversations with Councilmembers, Legislative Assistants and other Legislative Department staff;
- Gain valuable writing experience by researching and drafting responses to community inquiries about proposed legislation and other pertinent issues;
- Attend legislative committee meetings and participate in other activities, as assigned;
- Develop critical problem-solving and communication skills.

JOB RESPONSIBILITIES:

- Respond to inquiries from constituents, including answering constituent calls and responding to emails and letters.
- Conduct public policy research and analysis
- Prepare issue briefings for the Councilmember, as needed.
- Strategize community engagement opportunities and represent the Councilmember's Office when necessary

QUALIFICATIONS:

Minimum Qualifications:

Education: Open to full-time graduate work study students with a Washington State Work Study Statement of Eligibility. Students must provide this letter of eligibility to work in an off-campus job in order to be considered for employment. Must be a current full-time graduate student working towards a degree in:

Intern must maintain a GPA of 3.0 throughout the duration of the internship.

Experience:**Required Qualifications:**

- Demonstrated commitment to public service, appreciation for vigorous discussion, and willingness to work hard to accomplish meaningful goals.
- Strong interest in implementing social justice principles through work objectives.
- Excellent organizational skills and attention to detail.
- Proven ability to set priorities, meet deadlines, manage multiple concurrent projects and tasks, and accomplish objectives with minimal supervision or oversight.
- Ability to exercise discretion and keep confidences on sensitive issues and proposals.
- Excellent written and oral communication and interpersonal skills.
- Currently enrolled in a Master's program and are Work Study eligible.

DESIRED QUALIFICATIONS:

- Strong research and analytical skills, and the ability to decipher complex issues.
- Ability to shape innovative solutions to difficult challenges.
- Ability to both work independently and thrive as part of a team.
- Commitment to work toward achieving racial equity.

ADDITIONAL INFORMATION:

Start/End Dates: Intern will start in late June and end in late August or early September.

Internship Duration: The internship will go through the duration of the Summer Quarter Work Study Award that the student is awarded..

Schedule: To be determined, depending on the student's availability..

Salary: Graduates will be paid \$19.76/hour.

How to Apply: complete an online application and include the following:

- Unofficial transcript including current classes and GPA
- Cover letter
- Resume

Incomplete applications will not be considered.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2017-00839

<http://www.seattle.gov/jobs>
CITY COUNCIL GRADUATE WORK STUDY INTERN
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If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5500
Seattle, WA 98104
206-684-8088
Careers@seattle.gov



Who May Apply: This position is open to all candidates that meet the minimum qualifications. The Seattle Human Resources Department values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.

City Council Graduate Work Study Intern Supplemental Questionnaire

* 1. Did you attach your school's state work study authorization form to work in an off-campus job (should be called a job referral or authorization form)?

Yes

No

* 2. Did you attach a copy of your unofficial college transcript, cover letter, and resume? (All are required).

Yes

No

* 3. What is your current cumulative GPA?

* 4. When is your anticipated/expected graduation? (month/year)

5. I am currently enrolled in the following educational school/program

Vocational Technology

Two-year College

Four-year College

Graduate Program

* Required Question