



JOB OPENING

Town of Durham

General Government Internship
1 Position Available

Program Goals: To provide Durham students with a unique opportunity to supplement their academic studies with practical work experience in the public sector. To expose the student to various governmental operations. To provide staff members with project support.

Intern Activities: The interns will assist Town of Durham staff in a wide variety of functions in nearly all governmental departments. The intern will perform various administrative duties that may include but not be limited to the following: routine tasks, filing, research, organizational activities, database creation and maintenance, word processing, project assignments. The interns may also have direct contact with the public and other municipal and state officials.

Qualifications: College student (undergraduate) or high school student entering 12th grade who has an interest in pursuing a career in the public sector. Prefer a student who has taken classes in public administration, civics, political science or government. Requires excellent research, writing, analytical and oral communication skills. Familiarity with word processing and spreadsheet software is required. Must be a Durham resident.

Hours: Flexible. Total of 140 hours. Work week negotiable. Minimum wage (\$9.15 per hour). No benefits. Beginning July 1, 2015.

Program Supervisor: Kim Garvis, Town Clerk

Application Requirements: Please send resume and cover letter by June 10, 2015 to

Kim Garvis
Town Clerk
30 Town House Road
P.O. Box 428
Durham, CT 06422