



CITY OF ATLANTA

**DEPARTMENT OF PUBLIC WORKS &
DEPARTMENT OF TRANSPORTATION**

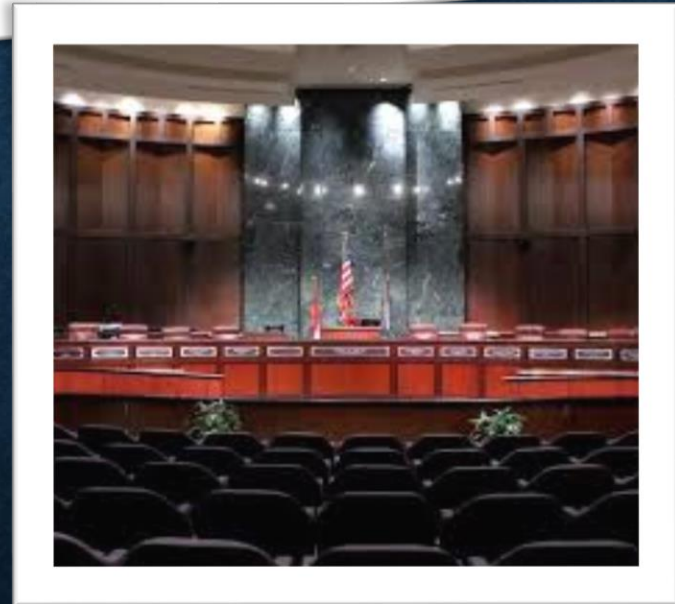
SUMMER INTERNSHIP PROGRAM

Investing in the City's future leaders

www.atlantaga.gov

CITY OF ATLANTA INTERNSHIP PROGRAM

- ❑ Full-time paid internship
- ❑ Students must provide documentation to be able to receive school credit for internship
- ❑ For rising Juniors, rising Seniors and Graduate students currently enrolled in a college or university with a minimum cumulative 3.0 GPA
- ❑ Seeking the following majors:
 - Engineering
 - Public Policy
 - Finance
 - Urban Planning
 - Journalism/Communications
 - Political Science



ABOUT THE PROGRAM

Welcome to the City of Atlanta Summer Internship Program. Colleges and Universities throughout the United States have been providing the City of Atlanta with outstanding interns each summer. During this internship, you will receive firsthand experience in municipal government operations. With the help of your college or university, the most promising students are selected to participate.

During your time at City Hall, interns gain knowledge of how government works, the legislative process and make lifelong career contacts and friendships.

From the Office of Public Works Commissioner *James A. Jackson, Jr.*

Dear Future Intern,

The City of Atlanta Internship Program is the best educational and hands on experience you will have as a college student. You will focus on municipal government processes and gain valuable training insights working at City Hall. This opportunity is an honor which allows you to participate in hands-on, real world scenarios that affect constituents and visitors.

If selected, your academic studies will be enriched from this unique experience. I invite you to submit an application and wish you the best in your career endeavors.

James A. Jackson, Jr.
Commissioner,
Department of Public Works



From the Office of Transportation Commissioner *Josh Rowan*



Dear Future Intern,

The City of Atlanta Internship Program offers an exceptional opportunity to enrich your educational studies while learning about the city's legislative process. You will have a distinct vantage point to observe how leadership decisions affect constituents. This experience will open new doors of opportunity.

It is an honor to be selected for this internship and work among the best and brightest students from across the country. I wish you all the best as you submit your application to participate in the selection process.

Josh Rowan
Commissioner
Department of Transportation

An aerial, high-angle photograph of a city street intersection. The image shows several tall, multi-story buildings with many windows. The streets are paved and have yellow and white lane markings. There are several cars and a white van visible on the roads. The lighting is somewhat dim, suggesting an overcast day or late afternoon. The overall scene is a dense urban environment.

“Great things come from hard work and perseverance. No excuses.” – Kobe Bryant

EXPERIENCE CITY GOVERNMENT

With multiple placement options, internship assignments are designed to give you balanced experiences and various opportunities to gain insight and knowledge of municipal government operations.

LEADERSHIP

Interns are selected for placement in the leadership offices of city government. These interns will facilitate the flow of information between departments and teams.

PUBLIC WORKS

These internship openings place a student under the supervision of Public Works operations. With needs ranging from communications assistance to legislative tracking and urban planning, interns' participation is key to the team's effectiveness.

TRANSPORTATION

This is a unique placement for interns who are deeply integrated into career specific engineering courses of study.



COMMUNICATIONS

Interns selected are tasked with committee and team project meeting notes, drafting media advisories, phone scripts, developing marketing assets and internal job aids.

OTHER OFFICES

Executive Offices
Municipal Courts
Human Resources



APPLICATION PROCESS

STEP 1



All applicants must complete an application found at www.Atlantaga.Gov

STEP 2



Submit official transcript and reference form to your college coordinator via email on or before February 29, 2020

IMPORTANT DATES

- **Applications Accepted**
February 17 - March 17, 2020
- **Application Deadline**
March 17, 2020
- **Candidate Interviews**
Week of March 23, 2020
- **Summer Internship Program begins**
May 28, 2020
- **Intern Orientation**
May 28-29, 2020
- **Summer Internship Program ends**
August 14, 2020

PROGRAM INFORMATION

Students must be a rising junior, rising senior or graduate student in a college or university with a minimum cumulative GPA of 3.0. Students must provide documentation required to receive school credit from their college or university.

This is a full time, paid internship.

Work hours are generally from 8:15 am -5:00 pm Monday-Friday, however, office hours may change depending on special projects as needed.

Students are advised NOT to take any classes while serving as an intern.

If necessary, classes taken online or after work hours are acceptable. Please notify the Internship Program Managers and your College Coordinator if you plan to take classes.

CONTACT INFORMATION



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Department of Transportation

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