City of Chicago Rahm Emanuel, Mayor

Chicago Police Department Eddie T. Johnson, Superintendent of Police

NOTICE OF INTERNSHIP OPPORTUNITY

PUBLIC SERVICE INTERN – UNPAID

CHICAGO POLICE DEPARTMENT

TC 0407

The Chicago Police Department's Student Worker Program is designed for students seeking hands on experience with one of the nation's largest law enforcement agencies. The Chicago Police Department is comprised of approximately 15,000 employees with wide ranging jobs: we cover the land (patrol and investigations); the air (helicopter unit) and the waterfront (marine unit). Students of all majors are welcome to apply. The Chicago Police Department has opportunities for students in a wide array of disciplines, including but not limited to criminal justice, accounting, information systems, law, finance, clinical psychology, industrial psychology, photography, audio and video production, journalism, marketing, art, social work, occupational health and many others. If you are interested in challenging opportunities within your field, or if you just want an opportunity to experience public service at its finest, the Chicago Police Department is for you.

MINIMUM QUALIFICATIONS: Must be a current college level junior, senior or graduate/law school student enrolled in an accredited four year college or university offering a baccalaureate or graduate degree program or an accredited law school, with a minimum grade point average of 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale.

NOTE: Candidates must electronically submit a current resume. Candidates must submit three (3) letters of recommendation: at least one of the letters of recommendation must be from a teacher/professor and the remaining letters may be from an employer or other individual with personal knowledge of the candidate's abilities.

NOTE: Resume, Official Transcript, and Original Letter of Enrollment Verification from the School's Registrar/Dean confirming current enrollment and grade level are required at the time of application.

RESIDENCY REQUIREMENT: City of Chicago residency is not required.

SALARY: UNPAID - May be used to satisfy academic credit requirements.

APPLICATION PERIOD: Open until further notice

DUTIES: Student Workers are assigned to various units throughout the Chicago Police Department, according to the interests of the Student Worker and the needs of the Department. Assignments are made with the goal of allowing the Student Worker to gain knowledge and valuable work experience in Chicago Police Department operations. Duties include but are not limited to the following: under

immediate supervision: Student Workers perform various administrative functions to support program activities or special projects as assigned; observe police functions; create or process reports or records; perform various administrative or clerical functions; attend meetings with members of the Police Department and/or other departments or agencies; and participate in the organization, setup and administration of special events and program activities. Student Workers perform related duties as required.

NOTE: Candidates who, based on a review of the resume, meet the operational needs of the department will be required to complete a Personal History Questionnaire (PHQ) and other documents which will indicate the applicant's areas of interest and willingness and ability to perform required duties. Candidates are required to pass a background check and drug screening and undergo a structured interview before placement.

NOTE: Successful candidates must work a minimum of 16 hours per week. Available hours include weekdays, weekends and evenings, depending on the unit.

APPLICATION INSTRUCTIONS: Interested applicants should forward resumes and cover letters to: cpdinterns@chicagopolice.org ID: Student Worker Program – Unpaid. The official transcript, original Letter of Enrollment Verification, and letters of recommendation should be mailed to:

Chicago Police Department

Human Resources Division – 4th Floor

Attention: Internship Program

3510 S. Michigan Avenue

Chicago, IL 60653

AT ANY TIME DURING THE LIFE OF THIS POSTING OR DURING THE SELECTION PROCESS, THE CHICAGO POLICE DEPARTMENT'S HUMAN RESOURCES DIVISION RESERVES THE RIGHT TO MODIFY THE REQUIREMENTS AND/OR IMPOSE ANY ADDITIONAL TESTS, STANDARDS, OR QUALIFICATIONS DEEMED APPROPRIATE TO EVALUATE APPLICANTS FOR STUDENT WORKER POSITIONS.

If you are a person with disability and require a reasonable accommodation in order to participate in the application process, please contact the City of Chicago, Department of Human Resources at 312 744-4976 (voice) or 312 744-5035 (TTY). You may be required to provide information to support your reasonable accommodation request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT THE CITY OF CHICAGO IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER