



CITY OF ROSWELL Internship Program

The Program

The City of Roswell's internship program provides opportunities for individuals to gain first-hand knowledge and understanding of governmental processes through pre-professional work experiences in various occupational fields.

The internship program is designed to provide qualified candidates with meaningful and educational work experience to supplement and enhance their academic programs. In return, the City derives the full benefit of the students' capabilities to assist in normal work activities and/or with special projects and events. Additionally, internships enable students to establish effective working relationships with professional staff which may be beneficial to their future career development.

Eligibility

Anyone may apply for an internship, but the preference is placed on either high school or college students who will receive course credit. Qualified interns must also be:

- At least 16 years of age with a valid driver's license.
- Able to pass a drug screen and background check.
- Considering a profession related to some aspect of the City's business objectives.
- Able to provide course credit information from their respective program, if receiving course credit.

Program Structure

Each intern position will align with the requirements of their program as well as the project goals with the City. Interns will be hired as temporary employees with a pre-determined work period. The work schedule may be up to 40 hours per week, but will be set with the internship supervisor within the department.

Each internship will typically have an outlined project or work goal for the work period in line with the intern's program of study. Weekly check-ins will be performed with the internship supervisor within the department.

Program Compensation

All City of Roswell internships will be compensated unless prohibited by their program. The compensation will be determined based on the area of work and project scope.

Types of Internships

The number, level, and content of internships vary each year. Most internships are scheduled for part-time work during the school year and full-time in the summer. The City provides an array of internships within its organization:

BUSINESS

Air Center Intern

Contact: Scott Stark, 575-347-5703

Assist with various projects including, but not limited to, data collection, sustainability, safety management systems, runway inspections, maintenance requests, and regulatory reviews.

Budget Intern

Contact: Monica Garcia, 575-624-6700

Provide support to the Budget department in the areas of budgetary research and analysis.

Clerk Intern

Contact: Sharon Coll, 575-624-6700

Provide support to the City Clerk department in the areas of agenda management, Inspection of Public Records Act requests, and other clerk duties.

Finance Intern

Contact: Monica Garcia, 575-624-6700

Provide accounting, logistical, and team support in the areas of financial analysis, accounts receivable, accounts payable, payroll, and/or procurement.

Human Resources Intern

Contact: Jetta Miles, 575-624-6700

Provide support to the Human Resources department in the areas of position management, research and data compilation, safety procedures, and other areas of HR.

Judicial Intern

Contact: Eric Brackeen, 575-624-6725

Provide support to the Municipal Court to review and analyze information, assist with court management, and learn legal processes.

Local Government Intern

Contact: Joe Neeb, 575-624-6700

Work as part of the City Administration with work assignments focused on research and development of municipal services.

Marketing and Business Development Intern

Contact: Juanita Jennings, 575-624-6700

Work with Public Affairs department to develop and foster business relationships, develop marketing materials, and assist with events.

Marketing and Communications Intern

Contact: Juanita Jennings, 575-624-6700

Work with Public Affairs department to implement the City's strategic marketing initiatives.

Social Media Intern

Contact: Juanita Jennings, 575-624-6700

Work with Public Affairs department to assist with the development of social media content across various platforms.

Information Technology Intern

Contact: Jeff Bechtel, 575-624-6700

Student will integrate and maintain computer data and technology systems and provide users with assistance for utilizing their computers, software, and other systems.

COMMUNITY

Arborist and Horticulture Intern

Contact: Jim Burress, 575-624-6720

Provide support to the Parks and Recreation department with the management of the City's tree plan including conducting audits.

Library Services Intern

Contact: Enid Costley, 575-624-7101

Provide support to the Roswell Public Library to learn how to manage circulation, develop programming, or other technical services within a public library system.

Cultural Affairs Intern

Contact: Caroline Brooks, 575-624-6744

Provide support to the Roswell Museum and Art Center to learn collection management, exhibition development, educational program development, and other technical services within a public museum system.

Parks and Beautification Intern

Contact: Jim Burress, 575-624-6720

Receive first-hand experience in managing quality of life through the maintenance, setup, and design of municipal parks and trails.

Planning and Community Development Intern

Contact: Bill Morris, 575-624-6700

Focus on improving the student's writing, research, and analytic skills while exposing them to a variety of different projects within multiple departments including planning and zoning, code enforcement, and building inspections.

Recreation Programming Intern

Contact: Jim Burress, 575-624-6720

Receive first-hand experience in managing and developing programs for a varied citizen-base including activities geared towards youth and adults, wellness, athletic, and other interests.

Transit System Intern

Contact: Anna Aragon, 575-624-6766

Receive first-hand experience in managing and working within a municipal transit system.

Zoo Education Intern

Contact: Jim Burress, 575-624-6720

Receive first-hand experience in managing and developing enrichment activities for animals that also serve a role in educating the public on conservation.

ENGINEERING

Engineering/Environmental Services Intern

Contact: Louis Najjar, 575-637-6272

Work with the Engineering department to assist in the management of various construction projects as well as assisting with environmental programs including storm water and wastewater discharge compliance, sustainability, energy conservation, and recycling.

Facilities Maintenance Intern

Contact: Kevin Dillon, 575-637-6250

Learn how to develop and manage a full-service facilities maintenance department including developing long-term plans for management of resources and assets.

Sanitation Intern**Contact: Steve Miko, 575-624-6746**

Work with the Sanitation department to learn how to manage waste disposal including citizen service and landfill management. Recycling activities and environmental services elements will also be included.

Streets Intern**Contact: Quin Miller, 575-624-6730**

Work with the Streets department to learn how to manage and maintain an efficient and usable traffic system within a municipality including developing long-term plans for maintenance and repair.

Utility Analyst Intern**Contact: Louis Najar, 575-637-6272**

Work with the Engineering department to gain first-hand knowledge and understanding of the engineer's role regarding water, wastewater, and storm water utilities within a governmental setting.

PUBLIC SAFETY**Public Safety Programs Intern****Contact: Mike Mathews, 575-625-5368**

Assist with programs and processes including targeted public education, projects, and activities for residential and commercial safety and prevention and data collection and analysis.