



City of Port St. Lucie

Citizen Scholars Internship Program-Unpaid

SALARY	See Position Description	LOCATION	Port St. Lucie FL 34984, FL
JOB TYPE	INTERN	JOB NUMBER	202201823
DEPARTMENT	HUMAN RESOURCES DEPARTMENT	OPENING DATE	01/27/2022
CLOSING DATE	Continuous		

POSITION SUMMARY

The City of Port Saint Lucie's Citizen Scholars Internship Program offers a variety of internships for students ranging from high school through graduate school level including trade schools. The program places talented students in departments throughout the City that are compatible with their field of study and areas of interest. This experience facilitates the transition from formal education to the work force. Interns can utilize the knowledge and skills acquired through their educational process and obtain valuable work experience and exposure to government functions.

The various City Departments are seeking interns who can make meaningful contributions to our core functions along with gaining valuable knowledge and skills; are motivated self-starters, enthusiastic, and curious with a positive attitude, have exceptional verbal and written communication skills; and can prioritize multiple demands.

School credit will be attained only when approved by the academic institution. Intern applicants must mention their intention to earn academic credit on their initial application to ensure timely consultation between Human Resources and the applicable institution of learning.

All student interns are expected to assist with facilitating the development of public trust and confidence in the City of Port St. Lucie and be at least sixteen (16) years of age or older.

ESSENTIAL DUTIES

Student Interns must be able and willing to work a minimum of fifteen (15) hours per week or as determined by the academic institution. Hours vary by sponsoring department. Some assignments may be full-time (40 hours/week)

Student Internship opportunities are typically six (6) to twelve (12) weeks in length. At the discretion of the department, Internship opportunities may be extended. Student intern opportunities are located throughout the City of Port Saint Lucie.

MINIMUM QUALIFICATIONS

To perform this opportunity successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

To participate in the program please submit the following information with your online application:

- Complete the online application
- Attach a current resume
- Attach a letter of recommendation from the faculty or staff at the academic institution
- **Attach a copy of your current transcripts (Unofficial or Official)**
- Attach a personal essay with a minimum of 300 words explaining why you are interested in an internship with the City of Port Saint Lucie

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an intern to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the intern is regularly required to work in close, confined spaces, walk, stand, stoop, kneel, crouch, or crawl, talk, hear, reach above shoulders, work overhead on ladders and platforms, use fingers and hands with dexterity, and feel and reach with hands and arms. The intern must frequently lift up to 10 pounds and occasionally lift up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the internship opportunity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Agency

City of Port St. Lucie

Address

121 SW Port St. Lucie Blvd

Port St. Lucie, Florida, 34984

Website

<http://www.cityofpsl.com>

Citizen Scholars Internship Program-Unpaid Supplemental Questionnaire

*QUESTION 1

List your current education level

- Currently in High School
- Graduated from High School
- Currently in Vocational/Technical Program
- Graduated from Vocational/Technical Program
- Currently in a 2 year College Program
- Graduated from a 2 year College Program
- Currently in a 4 year College Program