Boston City Council Internship Pilot Program

About the Pilot Program:

The Program is designed to provide students an opportunity to participate in and contribute to the City of Boston’s Municipal Government.

In order to compete for the Internship Program, an undergraduate student must be currently enrolled in UMass Boston and have successfully completed a minimum of two years of college. Graduate Students are also eligible.

The Internship applications will be reviewed internally and UMass Boston will make the final selections. Consideration is given to the education of the applicant, previous work experience in relation to the internship positions available and current academic standing.

Academic Credit:
Students seeking academic credit must make arrangements with their academic advisor, professor or department chair. Participation in this pilot Internship Program does not guarantee academic credit.

Duration of Internships:
There are no uniform start or end dates for internship assignments.

Compensation:
These internship positions are unsalaried.

City Council - Research / Staff Assistant:
Start and End Dates: 4 months minimum, with extensions, flexible start and end dates
Work Schedule: Part Time – flexible hours.
Hours per week: full time 35 paid hours (preferred), or (part time – 20 hours minimum).

Description of Duties:
Students working for City Council could be placed in an individual City Councillor’s office or assigned to the Council’s Central Staff. In a Councillor’s office, students would assist in tracking and responding to constituent requests, researching and writing legislation on topics of interest to the Councillor, as well as provide staff support to the Councillor and the Council in general. The City Council deals with a broad array of issues from Arts and Humanities to Education to Labor and Job Training to Public Health to Public Safety to Ways and Means. To the extent possible, students are paired with Councillors with similar interests. As a part of the Council’s Central Staff, students would serve as a liaison to Council Committees and in that capacity, would research issues of interest, develop legislation, and staff the resulting hearings as well as provide staff support to the Council as a whole.
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Qualifications and Experience:
Students should be familiar with Microsoft Office products, Outlook and Internet. Students would be expected to conduct research with some independence, with final product review by staff. Students should have good written and oral communication skills, be dependable and mature.

Contact Information:
if any questions about the Internship program please feel free to contact us at any time.

Philip J. Carver 617-287-7359 / philip.carver@umb.edu
1. Name: ______________________________________

2. Current Address: ______________________________________
   (Include city, state, and zip code)

3. Telephone Number: ________________________________

4. University I.D.# ________________________________

5. E-mail Address: __________________________________

6. Address during winter break: _________________________

7. Telephone number: ________________________________

8. Undergraduate cumulative GPA _______________________

9. Admission Date: _________________

10. Major: ____________________________ Academic Advisor: _______________________

11. If undergraduate student:
   
   Total credit hours completed to date: ________________________

   Scheduled Date of Graduation: _________________

12. If graduate student:
   
   Degree Program: ________________________________

   Scheduled Date of Graduation: _________________

   Cumulative GPA: ______________________________

   Undergraduate degree and date awarded: ________________________

13. If you are now an undergraduate, do you plan to do graduate work? Yes ___ No ___

   If yes, field of study: ________________________________
14. Employment History: (list most recent first) Position Company Location Dates


15. Activities: (Student organizations, community affairs, volunteer work, etc.)


16. Other information that might have a bearing on your qualifications for participation in the Legislative Internship Program (honors; fellowships and scholarships; publications; travel, etc.)


15. Areas of Interest: Legislative interns work with subject oriented committees Please check committees of interest to you. **There is no guarantee your assignment will be one of your top choices.

List of Boston City Council Committees

- Arts, Film, Humanities & Tourism
- Citizens’ Committee on Boston’s Future
- City, Neighborhood Services & Veterans Affairs
- Economic Development & Planning
- Education
- Environment and Health
- Government Operations
- Housing
- Labor, Youth Affairs, & Human Rights
- Post Audit & Oversight
- Presidential Committee on Council Centennial
- Public Safety
- Rules & Administration
- Special Committee on 2010 Census
- Special Committee on a Livable Boston
- Special Committee on Charter Reform
- Special Committee on Federal Stimulus Oversight
- Ways & Means
- Whole
- Women & Healthy Communities
REMEMBER: All applications must include:

- Completed Application
- One current academic letter of recommendation.
- A current resume is required.

Interns serve at the pleasure of the presiding officer and shall conduct themselves in a professional manner at all times.

I hereby agree to the above and certify that all entries on this application form and attachments are true and complete and I agree and understand that any falsification of information, regardless of the time of discovery, may cause forfeiture on my part to any participation in the intern program. I understand that information on this application form or in attachments is subject to verification and I consent to references, former employers and educational institutions listed being contacted regarding this application.

Signature: ___________________________ Date: ____________