

City of Ithaca

Office of Human Resources / Civil Service

108 E. Green St. - Ithaca, NY - 14850

Phone: (607) 274-6539 / Fax: (607) 274-6574 / E-mail: hrdept@cityofithaca.org

PLEASE POST CONSPICUOUSLY **- JOB APPLICATIONS WANTED -**

TITLE: Intern

LOCATION: Various departments throughout the City

SALARY: Varies

Description: The City of Ithaca's internship program is designed to introduce high school, college, and graduate students to public service and to provide the students with work experience that is relevant to their chosen careers. Interns are assigned work projects in their field of study or interest, in accordance with their educational level. Internships are not intended to last more than two years. Interns generally work part-time during the school year, but may work full-time when school is not in session. The work of an intern is performed under direct supervision, with frequent review and mentoring by a professional in the chosen field. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- A. Candidates must be currently enrolled in an accredited high school, college, or graduate school;
or
- B. Candidates must have graduated from an accredited high school, college, or graduate school in the twelve months immediately preceding the date of appointment.

APPLICATION MATERIALS REQUIRED:

- City of Ithaca application

Applications accepted continuously. Submit required application materials to:

City of Ithaca
Human Resources Department
108 E. Green St.
Ithaca, NY 14850
(607) 273-8364
www.cityofithaca.org



The City of Ithaca is an Equal Opportunity Employer that is committed to diversifying its workforce.

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