

Internship Position Description Form

Company Name:

City of League City

Position Title:

Intern – Mayor’s Office

Supervisor: Csilla Ludanyi Title: Assistant to the Mayor

Department/Division:

Administration

Address: 300 West Walker, League City, TX 77573

Telephone: (281)554-1024 Extension: n/a

Position Description: (List duties, responsibilities, etc.)

Communication with public in customer service type role including telephone, email and written correspondence; work on projects; maintain communication with various city departments; maintain historical archive; track office communication; filing; using office equipment; other duties as requested

Qualifications/Requirements (i.e., education, technical skills):

Student must currently be in enrolled in high school or an undergraduate college program. Must have computer skills to include use of word processing programs and email. Currently have a GPA of 3.0 or higher. Must have transportation to and from work.

Starting Date: TBA Anticipated Duration: 6-8 weeks

Employee Status: ___ Full-time X Part-time Hours per week 10

Pay Status: ___ Paid X Non-Paid/Volunteer Pay per week \$ _____

Work Schedule X Variable based on student schedule
_____ Fixed as follows _____