



IS HIRING AN ADMINISTRATIVE INTERN RIGHT FOR YOU?

WHY HIRE AN INTERN

INTERSHIPS BENEFIT THE STUDENTS

Having applicable experience is invaluable to individuals pursuing their MPA and future local government career. Internships provide students a tremendous developmental learning experience in public administration that offers exposure to key aspects of local government administration, organizational structure, and operations.

INTERSHIPS BENEFIT THE ORGANIZATION

Internships offer municipalities the opportunity to vet and assess individuals as potential full-time employees. According to a recent IAMMA Intern Evaluation Survey conducted in 2017, 80% of managers reported they would recommend hiring interns to other managers based on their performance. Interns can also provide organizations greater staff capacity without the expense of a full-time employee.

INTERSHIPS BENEFIT THE PROFESSION

Offering a local government internship opportunity is a great way to promote local government management and introduce students to a multitude of potential career paths that may be pursued in public service. Exposure to the various aspects of a local government organization through internships help inspire our next generation of local government leaders.

HOW TO CREATE AN INTERSHIP

INTERSHIP "BEST PRACTICES"

To help ensure a successful graduate internship where both parties involved benefit, it is recommended that some simple practices be considered:

- **Supervision & Mentoring:** Ensure that interns are offered a supportive direct report who provides tools and guidance for continual learning.
- **Meaningful Work:** Give interns projects that are important to the organization's goals and objectives.
- **Communication:** Reinforce the value of clear communication with government officials, residents and members of the public.
- **Flexibility:** Due to their academic schedules, interns may require more flexibility in deadlines and projects.
- **Integration:** Make the position an integral part of the organization.

HOW CAN AN INTERN HELP YOU

GENERAL DUTIES

Some common graduate intern duties may include event planning and execution, customer service, policy research, writing and outreach to external stakeholders.

SPECIAL PROJECTS

Additionally, interns may help with various other special projects or assignments, including:

- Preparing ordinances and/or resolutions
- Coordinating an RFP/RFQ process
- Serving as a liaison for a Board or Commission
- Leading an internal business process review or reengineering
- Investigating performance management programs

WHAT TO PAY AN INTERN

RECRUITMENT AND COMPENSATION

A majority of managers report successfully recruiting graduate intern candidates directly from Universities. Other successful methods of recruitment may include:

- Posting on the community website
- Advertising in the community newsletter
- Using social media
- Contacting state associations
- Consulting with academic coordinators at higher education level institutions, and with professors or program directors in the field of public administration

Interns typically work 20-24 hours per week at an hourly rate of \$12-\$25 per hour and are retained for two years while they pursue a MPA. If financial resources are constrained, consider other forms of compensation, including paid travel expenses, career development assistance, course credit from graduate program, or a stipend payment.

ARE YOU READY TO START AN INTERNSHIP PROGRAM?

For more resources on how to start an internship in your municipality, please click here to see the ICMA's Internship Toolkit or visit www.iamma.org to get started today.