



City of Knoxville
“Summer in the City”
2019 Intern Program
Learn * Experience * Grow

Program Overview for Summer 2019

The City of Knoxville's Summer in the City Intern Program is a **paid 6 week summer internship for applicants who are between 17 and 22 years of age**. Applicants must be 17 years of age by June 17th and applicants must not be 23 years of age before July 26th. We hope to place 20 applicants for 30 hours per week for 6 weeks in 2019. **The salary will be \$8.75 per hour for the Summer of 2019.**

Interns will be placed in City departments and will be assigned various administrative and support tasks, while also participating in weekly workplace and developmental trainings on topics such as financial planning, customer service, motivation & team work, and office techniques. **The weekly commitment for interns will be 30 hours per week, which includes participating in a community service project as a group.**

Each intern will be assigned to a department with a supervisor/mentor in that department. The supervisor/mentor will orient the intern to the department, train him/her on responsibilities, oversee his/her work and meet with the intern on a weekly basis to provide instructional feedback.

Important Dates:

Date	Description
April 22nd - May 10th	Application Period (must be submitted online at www.knoxvilletn.gov by 4:30 p.m. on May 10th)
June 5th	Mandatory Interviews
June 17th - July 26th	Intern Program work period
June 17th	Intern's Orientation
To be announced	Luncheon with the Mayor

Interested applicants must apply on line at www.knoxvilletn.gov. You must attach a resume and at least one letter of recommendation from teacher, pastor, coach, counselor, youth leader, etc. to the on line application by the deadline of May 10th

Applications, resumes, and at least one letter of recommendation must be submitted on line at www.knoxvilletn.gov Search on current jobs.

Civil Service is located in the City-County Building at 400 Main Street, Suite 569. Our office hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday, except on holidays. You are welcome to use one of our kiosk computers to complete your application.

For more information, contact
**Kent Johnson at (865) 215-2109, Carol Mahler at (865) 215-3062, Tatia Harris (865) 215-2831,
 Avice Reid at (865) 215-2536 or Kevin Perry at (865) 215-2589**