

Department of
Dauphin County Human Resources



Requisition Number
111000-01-14

Harrisburg, Pennsylvania

Hourly Rate
\$ 7.40

Dauphin County Commissioners' Office is currently accepting applications for the positions of **Part Time County Government Intern**. Internships with the Dauphin County Commissioners will provide undergraduate or graduate students with experience in the day-to-day operation of county government. Interns will work with the Commissioners on special projects and with the Chief Clerk to assist with planning and preparation for the weekly public meetings and research issues to aid in developing County policy. Depending upon the intern's interest, ability, and experience, internships can focus on a specific area of county government, including, but not limited to, administration, communications, prison and corrections, economic development, human services, and criminal justice. Please visit www.dauphincounty.org to learn more about Dauphin County government.

Minimum Qualifications: Currently earning or possessing a Bachelor's degree from an accredited college or university, with major coursework in Business Administration, Political Science, Public Administration, Criminal Justice, and/or related field(s). Seeking candidates with computer, communications, organizational, and time management skills and a commitment to public service.

Application Process: Interested candidates must complete a Dauphin County Application for Employment, available from the Dauphin County website at www.dauphincounty.org/government/Human-Resources/Employment or from Dauphin County Department of Human Resources.

In addition to the employment application, please submit to Human Resources a current resume listing school work, employment history and extracurricular activities, if applicable; a cover letter outlining the reasons you are interested in the internship; and at least one writing sample.

Date Posted: January 15, 2014
Application Deadline: Until Filled

The option to participate in Dauphin County's Deferred Compensation Plan and Dauphin County's Employee Assistance Program through Mazzitti and Sullivan is available to all employees from the start of their employment.

The County of Dauphin is an Equal Opportunity Employer. In the event you require an accommodation to apply or to participate in the selection process, please contact the County Department of Human Resources at (717) 780-6230. You may also visit our website at www.dauphincounty.org for more employment information or to print an employment application.