

## **THE MAYOR'S SUMMER INTERNSHIP PROGRAM**

### **OVERVIEW**

The Mayor's Summer Internship Program (M. S. I. P.) is geared toward undergraduate and graduate students with an interest in learning the day-to-day operations of public service. The program offers students the opportunity to serve as interns in various City departments.

The program will run June – July 2014 for a total of six (6) to eight (8) weeks. This is a paid internship, requiring a commitment of 30 hours per week, 9 a.m. – 4 p.m., Monday-Friday.

Students will be assigned projects and be required to submit reports documenting their progress and goals. Students will also participate in a community service project and bi-weekly group sessions to support career development.

**MINIMUM QUALIFICATIONS:** Priority consideration is given to applicants who are natives or current residents of Shreveport, La.

Applicants must be at least a rising college Junior or graduate student at an accredited college or university. Applicants may also be a Fall 2013 or Spring 2014 graduate.

Studying in the following Academic Programs is preferred:

- ❖ Public Policy/Administration/Urban Planning/ Social Services
- ❖ Human Resources
- ❖ Kinesiology or Sports Administration
- ❖ Journalism/Communications
- ❖ Forensics & Crime Scene Investigations
- ❖ Engineering/ Energy/Environmental Services or Management
- ❖ Information Technology

**Minimum GPA: 2.8** (*applicants below 2.8 will not be considered*)

Applicants will be selected based on work ethic, commitment to community, sense of responsibility, and academic performance.

## **HOW TO APPLY**

Individuals who meet the aforementioned qualifications may submit the following application materials to the mailing address below:

- ❖ Resume
- ❖ Letter of Interest
- ❖ Two (2) Letters of Recommendation with contact information
- ❖ Official College Transcripts (mailed FROM college/university)
- ❖ Application materials must be complete upon submission and must be received by 4 p.m. on May 10, 2014

*Incomplete packets and applicants not meeting the minimum requirements by May 10, 2014 date will be eliminated from consideration.*

## **MAILING ADDRESS AND CONTACT INFORMATION**

Mayor's Summer Internship Program  
Attn: Steven Jackson  
Office of the Mayor

505 Travis Street, Suite 200 Shreveport, LA 71101  
For further inquiry, you may contact Steven Jackson at:

318.673.5050

or

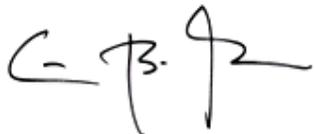
[steven.jackson@shreveportla.gov](mailto:steven.jackson@shreveportla.gov)

Dear Career Service Administrator,

It is my pleasure to invite students at your university to apply for the Mayor's Summer Internship Program (MSIP). The essential objective of the MSIP is to prepare young people to become informed decision makers and influential leaders who will ultimately shape our world in the future.

This intensive, paid internship program offers college students an opportunity to obtain practical and fundamental knowledge of the public policy decision-making process. Interns will work in City of Shreveport departments, attend professional development events, and participate in community projects.

This highly competitive program is open to students throughout broad academic disciplines and open to all individuals who meet the minimum qualifications. By far, the MSIP is an initiative I have embraced during my tenure and I look forward to each summer. Therefore, I invite you to share this program with your students as I look forward to another great class of interns.

A handwritten signature in black ink, appearing to read 'C. B. Glover', with a stylized flourish at the end.

Cedric B. Glover  
MAYOR