

## GENERAL INTERNSHIP DUTIES

Intern duties will vary based on placement. Any one position may not include all the typical intern duties listed below.

- Conduct surveys and assist with the evaluation of data.
- Research department programs and services.
- Prepare comprehensive reports, develop findings and recommendations.
- Assist with the implementation of department programs.
- Assist with the completion of grant applications.
- Prepare articles, press releases, agendas, and memorandums.
- Assist with the implementation of departmental policies and procedures.
- Prepare price comparisons or gather price quotes.



### APPLY TODAY!

For additional information, contact the  
City of La Mirada Human Resources Office at  
(562) 943-0131 or visit the City's website at  
[www.cityoflamirada.org](http://www.cityoflamirada.org).



**CITY OF LA MIRADA**  
*Dedicated to Service*

**UNPAID  
INTERNSHIP  
PROGRAM  
FOR  
ACADEMIC CREDIT**



## ABOUT THE PROGRAM

The City of La Mirada offers the Unpaid Internship Program to provide college students an opportunity to learn about the functions of local government, while fulfilling an academic course requirement. Through the internship, participants will gain a perspective on public service and valuable work experience.



The Unpaid Internship Program offers participants various opportunities that will help enhance their academic studies. Internship sessions are offered during the spring, summer and fall semester.

Students must be 18 years of age or older and possess a valid driver license to apply to participate in this program.



## APPLICATION PROCESS

The information below must be submitted to the City's Human Resources Office.

### Requirements:

- Completed application and criminal history supplemental application.
- Resume
- Documentation from the college/university indicating academic credit will be received for internship.



### Selection Process:

- Application will be reviewed to determine if academic major is pertinent to the functions of local government.
- Selected applicants will be invited to an interview.
- City may accept or decline applicant.

Applicants selected to participate in the Unpaid Internship Program will be contacted by the City's Human Resources Office and scheduled for Live Scan Fingerprints. Applicants will also be required to complete a DMV background review.



## EARNED SCHOOL CREDIT

This Unpaid Internship Program is only available to students who will receive academic credit from their college/university. Applicants must submit required documentation from the college/university with the application indicating what course requirement the internship will fulfill.



Prior to the completion of the unpaid internship, applicants will be required to provide documentation needed by the college/university to the City's Unpaid Internship Coordinator at least three weeks prior to the end of the internship.

The City of La Mirada is an Equal Employment Opportunity Employer who does not discriminate on the basis of race, color, religion, disability, military status, sex, age, national origin, or sexual orientation.