

Let's Talk About...



Student Internship Program

The City of San Antonio has established a Student Internship Program for the recruitment, selection, mentoring, and evaluation of student interns. The program provides students with an opportunity to gain real-world experience in the public sector, develop specialized skills, and to link theory with practice. The program will also enable students to learn from experienced staff, develop career goals, and establish effective working relationships.

The program is open to all departments. To request a student intern, hiring managers should contact the Internship Coordinator at 207-8008. Each student intern will be supported by an Intern Mentor from their host department to act as a coach and supervisor. An Internship Coordinator in the Human Resources Department serves as the overall coordinator of the program.

Student Eligibility

Interested students must meet the following requirements: **1)** be currently enrolled in an accredited vocational or technical school, college, or university, **2)** have completed the first year of their program of study (preferred), **3)** commit to the entire internship session (minimum of 12 weeks), and **4)** be eligible to work in the United States.

Selection Process

The City is working with area vocational or technical schools, colleges, and universities to ensure we gather applications from a diverse group of students with varied interests, majors, and backgrounds. When hiring managers (with supervisory approval) request a student intern, the position will be posted online for approximately 15 to 30 days per the department's request. Once the position closes, the Internship Coordinator will screen the applications and provide the hiring managers with applications for review within five business days. Applications will be accepted on a continuous basis, and interested students can apply for multiple internships.

Compensation

Student internships may be paid or unpaid, depending on the department's preference and resources. If paid, compensation rates may vary by student, based on the collegiate level of the student intern and his/her experience. Paid interns may work a maximum of 20 hours per week while enrolled in classes. Internships do not create an employment relationship between the student intern and the City of San Antonio. Student interns are not eligible for City of San Antonio employee benefits. Student internships are intended to last a minimum of 12 weeks, but can be discontinued at any time.

Information Sessions and Mentor Training

Hiring managers and department representatives are invited to attend an information session and mentor training.

Choose only one session to attend. RSVP to Bridget Lewis-McKinney at 207-8107.

September 30th

COSA Training Facility
131 El Paso
8:00 a.m. — 10:00 a.m.
10:00 a.m. — 12:00 p.m.

October 1st

HR Processing Room
111 Plaza de Armas
10:00 a.m. — 12:00 p.m.

October 5th

HR Processing Room
111 Plaza de Armas
2:00 — 4:00 p.m.

Contact

Employees may contact the Internship Coordinator at 207-8008 or visit www.sanantonio.gov/hr for more information.