

## About the City of San Antonio

To serve the third fastest growing and seventh largest city in the United States, which hosts more than 26 million visitors each year, requires a staff of more than 11,000 people working in approximately 42 departments. Some of the many departments within the City organization include: Metro Health, Information Technology Services, Management and Budget, Fleet Maintenance and Operations, Environmental Policy, Parks and Recreation, City Attorney's Office, Public Works, Aviation, Finance and Solid Waste Management.

Each of these departments provide a wide variety of services, which require individuals with specialized skills in many areas including: healthcare, mechanics, accounting, finance, computers and technology, business or public administration and recreation.

*The City of San Antonio is proud to offer a student internship program, which provides an opportunity for vocational or technical, college and university students to experience public service.*

## Criteria

### How to Apply

View internship opportunities and apply online at [www.sanantonio.gov/hr/jobs](http://www.sanantonio.gov/hr/jobs).

Eligible applications will be forwarded to the department for consideration, and interviews will be scheduled with selected applicants by the requesting department.

### Eligibility

Applicant must:

- ◆ Be currently enrolled in an accredited vocational or technical school, college or university (all majors welcome)
- ◆ Have completed first year of program of study (preferred)
- ◆ Commit to the entire internship session (minimum of 12 weeks)
- ◆ Be eligible to work in the United States

The ideal intern will be energetic, dedicated, self-motivated and responsible. A willingness to learn is essential for a successful internship experience.

Contact the Internship Coordinator  
at (210) 207-8705 or  
visit [www.sanantonio.gov/hr](http://www.sanantonio.gov/hr)  
for more information.

## City Of San Antonio Student Internship Program



## Experience Public Service—Make A Difference

## About the Program

The City of San Antonio's Student Internship Program provides eligible students the opportunity to work in various departments within the City organization. The program allows students to link theory with practice, and gain real world experience in the public sector. This allows for the development of specialized skills that cannot be taught in the classroom. Participation in the program is open to all City departments, providing students with internship opportunities to meet their future career goals.

In fact, research shows that those that have worked as an intern are generally more confident and qualified when seeking future employment.

The student interns are supported throughout the program by an Internship Coordinator and Intern Mentor. The Internship Coordinator oversees the program, and serves as an intermediary to ensure that the student's internship is meaningful, memorable and rewarding. Intern Mentors, who will be a member of the student's host department, serve as a coach or supervisor throughout the duration of the internship.

## Internship Benefits



- ◆ Gain practical experience
- ◆ Participate in a structured process that provides assistance with career development opportunities
- ◆ Observe and experience professional behavior
- ◆ Gain knowledge and skills from experienced staff
- ◆ Test career choices
- ◆ Become more familiar with specific work functions
- ◆ Compare and use classroom lessons in real world setting
- ◆ Receive a certificate at end of internship
- ◆ Ability to list the City of San Antonio on a résumé as a previous employer

## Additional Program Details

- ◆ Internship may count for college credit—speak with your college or university's academic advisor or career placement office to determine credit eligibility and requirements
- ◆ Paid and unpaid internships are available (maximum 20 hour workweek during semester if paid internship)
- ◆ Starting and ending dates are based upon the needs of the department
- ◆ Work locations and schedules vary by department
- ◆ Drug screen and background check are required
- ◆ Duties vary by department

**Let Us Help You  
Make the Transition  
from the Classroom  
to the Real World!**