

CITY OF SAN ANTONIO

HUMAN RESOURCES DEPARTMENT

Student Internship Program *Frequently Asked Questions (For Hiring Managers & Intern Mentors)*

Intern Requesting and Selection Process:

How do I request a student intern?

Each department should complete a *Student Intern Request Form*, and submit it to the department's Human Resources Specialist. All program forms can be found on the COSAweb FormNet. The request will be posted online at www.sanantonio.gov/hr/jobs, and sent to various schools for posting at their career centers.

What are the minimum qualifications of a student intern?

Student interns 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), **4)** be eligible to work in the United States.

How are student interns selected?

Each student intern is interviewed and selected by the requesting department.

How do I request a student intern who meets specific job requirements or needs (e.g. availability, computer/language/writing skills, Spanish-speaking, etc.)?

Each department will complete a *Student Intern Request Form*, which asks for any specific job requirements and /or needs. Once submitted the position will be posted online at www.sanantonio.gov/hr/jobs, and sent to various schools for posting at their career centers.

Are drug tests and background checks required?

Yes, student interns are required to take a drug test and pass a background check before beginning the internship.

Compensation, Hours and Duties:

Are internships paid or unpaid?

The department requesting the student intern determines if the position is paid or unpaid based on their preference and resources.

Does this position need to be approved through the committee?

Yes, if paid, this position needs to be approved through the department's budget analyst.

How many hours per week can the student intern work?

If paid, a student intern cannot work more than 20 hours per week during the semester. Work schedules will be coordinated between the student intern and the Intern Mentor, but will typically be Monday through Friday, sometime between the hours of 7:45 a.m. and 4:30 p.m.

What is the duration of the internship?

The typical duration of the internship is 12 weeks, but internships can be discontinued at anytime.

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Are there any duties or tasks student interns are not allowed to perform?

Student interns should not perform any hazardous duties or tasks that a permanent employee would typically perform.

Are student interns eligible for City of San Antonio employee benefits?

No, student interns are not eligible for employee benefits.

Intern Mentor & Internship Coordinator:

What is the role of the Internship Coordinator?

The Internship Coordinator is the Human Resources Department representative that serves as an intermediary assuring the internship is meaningful, memorable, and rewarding for the student intern.

What are the expectations of the Intern Mentor?

As the hiring department's representative, the Intern Mentor, will mentor, coach, and supervise the student intern during the duration of the internship.

Is the student intern's supervisor their Intern Mentor?

Yes, the student intern's supervisor is also their Intern Mentor.

Who can I contact for assistance with issues (e.g. performance, attendance, etc.)?

Contact the Internship Coordinator for assistance with issues such as performance, attendance, work ethic, or any other concern.

Other:

Who do I contact to get the necessary computer equipment, passwords, log-ins, etc. for the student intern?

Each department requesting a student intern is responsible for securing any equipment, passwords, log-ins, etc., that are required for the student's internship to be meaningful and worthwhile.

Should student interns expect to be hired permanently at the end of their internship?

No, student interns should not expect to be hired permanently at the end of their internship. If a permanent position becomes available and the student intern is the best candidate for the position, they should be considered for the position.

Can a student intern take the place of a permanent employee?

No, a student intern cannot take the place of a permanent employee.