City of Tucson-Office of the Mayor Internship
School of Government and Public Policy, PMPC & POLITICAL SCIENCE Students

**General Description:** Mayoral internships are an excellent opportunity to gain valuable knowledge about public service. Internships are unpaid, administrative positions. Speak to your academic advisor to receive credit for the internship, when position is accepted.

**Internship Available:**
- Summer – yes
- Fall – yes
- Spring – Yes

**Deadlines:** Applications will be accepted until the end of December for the Spring semester.

**Internship Description:** Unpaid
Interns must be able to:
- Answer incoming calls
- Route calls from constituents to appropriate City departments
- Use Microsoft Word to prepare Proclamations, Retirement Plaques and Special Recognitions
- Use Microsoft Excel to track the status of documents
- Record constituent concerns and complaints
- Greet and assist visitors to the Mayor’s office
- Open and distribute mail
- File documents and prepare mailings (as needed)
- Complete additional administrative tasks (as needed)

**Purpose of the Internship:** Interns will be able to:
- Opportunity to attend press conferences
- Spend 30 minutes to 1 hour with the Mayor during the internship to ask questions
- Accompany the Mayor or staff to events (if necessary)

**Additional Information:**
- Spring, summer and fall Interns must be able to work during business hours:
  - Monday-Friday (8 a.m. - noon; 1-5 p.m.; or 8 a.m.-5 p.m.) two (2) - 4 hour shifts or one (1) 8 hr shift weekly for 1 semester.
  - Ability to multitask and follow directions
  - Ability to remain calm in a fast-paced environment
  - Attention to detail
  - Warm and friendly attitude
  - Ability to work in a team setting as well as independently
  - Professional demeanor
  - Must have reliable transportation to work
  - Business casual dress is required, hair must be brushed (no jeans/sneakers/logo T-shirts, baseball caps)

**To Apply:** To apply, email a cover letter, resume, three references and class schedule to:
Veronica.Largo@tucsonaz.gov & Irene.Messina@tucsonaz.gov

**Contact Person:** Veronica.Largo@tucsonaz.gov & Irene.Messina@tucsonaz.gov.

**Agency/Organization Website link:** www.mayorrothschild.com.