January 26, 2015

Dear Director/Coordinator of Career Services:

The Local Government Academy is pleased to announce the 2015 Municipal Intern Program. The program facilitates a match between graduate or undergraduate students interested in pursuing careers in Public Administration with southwestern Pennsylvania municipalities, Councils of Governments or authorities that would like to have professional level assistance on a summer project. We are currently reviewing project submittals from local municipalities, and need your assistance in attracting students with an interest in public affairs, local government, and public service careers. Your assistance in announcing this opportunity to interested students is appreciated.

This year we anticipate having 10-20 summer internships available. Both undergraduate and graduate students are eligible and invited to participate in the Municipal Internship Fair. Students will earn between $9.00 – $11.00 per hour.

The Local Government Academy is hosting a Municipal Intern Fair on Friday, March 20, 2015 at the University of Pittsburgh, from 12:00 - 2:30 PM. This fair is open to currently enrolled students from all colleges and universities. Representatives from local government placement sites from the counties of Allegheny, Beaver, Butler and Washington will be in attendance, and students will have the opportunity to interact with these representatives to learn more about the available summer intern projects.

Students are strongly encouraged to attend the Municipal Intern Fair so that they may meet representatives of the placement site and identify the internships that interests them. Students may preregister at www.localgovernmentacademy.org. If students are unable to attend the Intern Fair due to geography or schedule, they should contact Pamela Barroso and provide a resume at pbarroso@localgovernmentacademy.org

Enclosed you will find additional information on the Local Government Academy and the Municipal Intern Program including a flyer to post, a copy of the Student Guidelines, and a copy of the 2014 and 2013 Municipal Intern Program Reports. Please distribute the flyer and student guidelines to students.

The selected projects and placement sites will be identified on the Local Government Academy website at www.localgovernmentacademy.org by March 6, 2015.

Please contact Local Government Academy at (412) 586-5659 if you have any questions. Thank you for sharing this information with your students.

Sincerely,

Susan Hockenberry
Executive Director

Enclosures