



City Manager's Office Internship

Internship Coordinator

Robert Briggs

Operations Manager – Special Projects

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Minimum Eligibility Requirements:

- i. Applicant may not be under criminal investigation for any offense.
- ii. Applicant must not have any criminal affiliations.
- iii. Applicant must not have any class B or A misdemeanor or any felony convictions.
- iv. Applicant must be enrolled at an accredited university and committed to studying a discipline related to public administration.
- v. Applicant must have a cumulative GPA equal to or greater than 2.5.
- vi. Applicant must enroll and receive credit hours from their perspective university
 - 120 hours must be completed for 3 credit hours
 - 240 hours must be completed for 6 credit hours***Hours are estimates and vary according to each applicant's university***
- vii. Applicant cannot currently be on academic or scholastic probation.
- viii. Applicant must be approved for the program by the appropriate college intern coordinator and the Southlake City Manager's Office Internship Coordinator or designee.

Application Procedures:

1. Send email expressing interest in the program to the internship coordinator and provide a copy of your résumé.
2. Complete the "Volunteer Southlake Application" (Details provided upon receipt of interest and résumé).
3. Complete the City of Southlake "Volunteer Background Check" process.
4. Eligible Applicants will be contacted to setup an interview after all application materials have been completed by the applicant and reviewed by the intern coordinator.

At the discretion of the internship coordinator, any selected intern may complete consecutive internship periods (e.g. spring and summer semesters),

2022 Application deadlines:

Spring- January 14th, 2022

Summer- May 11th, 2022

September 2nd, 2022

**NOTE* Internship requirements, procedures, and application deadlines are subject to change. Please contact the internship coordinator for the most up-to-date information.*

Southlake City Manager's Office – 400 Main Street Ste. 460 Southlake, Texas 76092