

**City of Gunnison
Finance Department
Internship Position Description**

Title: Service Enhancements and Accomplishments Report Development

Position Description: The City of Gunnison Finance Department is seeking a student intern to develop a Service Enhancements and Accomplishments Report for all City operations

Academic Requirements: Students will have the standing of Junior or Senior with a minimum grade point average of 2.000. Appropriate fields of study are: Accounting or Business Administration (others may be considered on a case-by-case basis).

Technical Skills: Microsoft Office, including Excel and Word.

Application Requirements: Submit a letter of interest, résumé, City of Gunnison application (available at: http://www.cityofgunnison-co.gov/Finance/human_resources/job_app.pdf), and a proposal to address the specific position. The proposal should include the objective(s) to be accomplished by the end of the internship; how it will be accomplished; and how achievement of the objective(s) will be measured. Application materials should be submitted to:

Tammy Shelafo
City of Gunnison Human Resources Technician
P.O. Box 239
201 West Virginia (second floor)
641-8248
tshelafo@cityofgunnison-co.gov

This is a competitive process. The City of Gunnison staff will review proposals and evaluate them for relevance to serve the City's needs.

Application Deadline: Open until filled

Credit Hours: Internships will be considered as laboratory courses, so the expectation is that the intern will spend 1,800 minutes on the project for each credit earned.

Salary: \$350 per credit hour up to 3 credits (\$1,050), upon successful completion of the project, with a grade of "C" or better.