

# City of Texarkana, Texas Public Service Internship Program



## Overview

The City of Texarkana, Texas Public Service Internship Program seeks to attract exceptional men and women from different social, economic, and cultural backgrounds to the local government sector. The City strives to provide learning opportunities for interns from a variety of academic disciplines who are representative of the City of Texarkana's diverse community.

## Objective

The objective of the internship program is to provide internship opportunities designed to equip students with practical, real-world work experiences that will help them transition into a successful career in the public sector.

## Expectations of Interns:

- Must be currently completing coursework towards a bachelor or graduate degree in public administration, business administration or related field.
- Fall and Spring Semesters: work 9-18 hours per week
- Summer Semester: work minimum of 20 hours per week
- Complete the entire length of the internship program

## Expectations of City Departments Accepting Interns:

- Ensure interns are exposed to important issues and improvement initiatives related to the City.
- Ensure interns are involved in administrative and citizens' committees, attend City Council and management policy meetings.
- Ensure interns have the opportunity to carry out research and analysis projects on a wide range of topics under the direction of senior staff members.
- Conduct an exit interview and performance evaluation.

This program is designed to attract, grow and retain innovative people in local government. Each intern is provided with the opportunity to work in City departments that best fit their interests and the City's needs. **It is important to note that acceptance into the internship program in no way guarantees a right to future permanent employment with the City.** However, interns are encouraged to apply for job vacancies with the City if they become available.

## Through the City's internship program an intern can:

- Earn college credits
- Enhance his/her resume
- Develop and broaden their professional network
- Apply, challenge and develop his/her intellect and knowledge base

## Minimum Qualifications

To apply for an internship, an individual must be currently completing coursework towards a bachelor or graduate degree in public administration, business administration or related field and meet a **minimum 2.75 GPA requirement**. Applicants should possess an interest in public service and provide documentation of leadership, interpersonal skills, and participation in team projects. A Texas driver's license with a good driving record may be required for some positions.

If you are interested in a public internship opportunity with the City of Texarkana, Texas please email **an updated resume & cover letter** stating your field of interest, and at least two other departments of interest to [james.bramlett@txkusa.org](mailto:james.bramlett@txkusa.org) or call 903.798.3533.