

ONTARIO COUNTY PUBLIC SERVICE STUDENT INTERNSHIP

Opening doors to a fulfilling career in Ontario County Government.

If you want to spend your life serving the public good, consider a satisfying career as a public servant in Ontario County. As a student intern candidate you can explore potential careers. In this highly selective program, you'll get first-hand insight into working for Ontario County, gain valuable professional experience and build a network of fellow public servants.

Position

Currently seeking candidates who are interested in human resources, labor relations, or public administration to work extensively on salary surveys and to provide assistance with labor contract negotiations.

Eligibility

This is a highly selective program. To be eligible to participate, you must meet the following criteria:

- Be a U.S. citizen.
- Be currently enrolled in an undergraduate or graduate program at an accredited U.S. institution of higher education recognized by the U.S. Department of Education (visit <https://www.ed.gov/accreditation> to verify your school and/or program of study) and have successfully completed 2 years of study.
- Have and maintain a 3.0 GPA or better.
- Have a strong interest in working as a public servant.
- Be able to work part-time (20 hours per week) for the duration of the internship.

Program Components

During this 15-week (fall or spring) program, you'll be immersed in a local government work environment five days a week, assisting with projects and performing tasks that your internship mentor assigns. Your internship placement may be in any County department where there is availability and internships that fit your skills, interests and career objectives.

Program Cost

This program pays wages at a rate of \$16.39/hour (2020), paid every 2 weeks. You will be responsible for living expenses and local transportation. However, an additional stipend of \$2000 will be provided to help alleviate these expenses.

Academic Credit

You may be eligible to receive academic credit for your participation in this program. However, credits are determined and awarded by each university. You are responsible for arranging any academic credit through your college or university. You should discuss arrangements with your institution, prior to starting the program.

Dates and Deadlines

Program	Application Deadline	Internship Period
Fall 2020	June 1	September 8 – December 18
Spring 2020	January 15	February 3 – May 8

How to Apply

Go to <https://ontario-portal.mycivilservice.com/> to apply online for the Student Intern position. You must include the application documents listed in the section below and submit with your application.

Application Documents

You need to submit the following documents along with your application:

- One-page Résumé
- Statement of Professional Interest: please address your desire to work for Ontario County
- College Transcripts (unofficial is acceptable)
- Three Letters of Recommendation: one must be from a professor

Ontario County Public Service Internship Application Process

1. All Intern candidates must fully complete the Ontario County Employment Application and submit a 1-page resumé and letter of interest.
2. All applicants must have completed 2 years of college (minimum of 60 credits). A minimum combined GPA of 3.00 is required for application to the Ontario County Public Service Internship Program and must be maintained throughout the remaining program. A copy of your current college transcript must be included.
3. A minimum of three (3) references are required (two should be school faculty and you must have completed coursework with at least one).
4. Please send all materials Ontario County Human Resources Department by the deadline indicated. Materials postmarked after the deadline will not be considered.
5. After reviewing each completed application, the intern candidate will be sent an email indicating approval or denial. Approval as a prospective intern does not guarantee the availability or awarding of an Internship placement. A student may reapply to the Internship Program if circumstances should change for an applicant who has been denied acceptance.
6. Intern candidates will be contacted if selected for an interview.
7. Approved Intern candidates for the Fall Semester (September – December) will be notified by July 15th of placement. Approved Intern candidates for the Spring Semester (February – May) will be notified by January 27th of placement. No Intern placements will occur after August 1 for fall or February 3 for spring.
8. Interns are subject to identical requirements as other County employees with respect to criminal background checks.
9. Interns must provide proof of health insurance coverage with application and maintain such coverage throughout the internship program.
10. Confirmed Intern candidates must attend all orientation trainings and meetings. Interns will be required to submit a summary report regarding their experience working for Ontario County.