



City of Marlborough
Office of the Mayor

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PRESS RELEASE

-FOR IMMEDIATE RELEASE-

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**Mayor Vigeant Announces 8th Year of the Public Service
Summer Internship Program for Area College Students**

Public Service Internship Applications due April 26th

MARLBOROUGH – Mayor Arthur Vigeant is pleased to announce that the City of Marlborough will continue its summer intern program for college students for the eighth consecutive year.

This initiative was proposed by Mayor Arthur Vigeant in 2012 and has been funded by the City Council each year. Since inception, this program has provided real world employment experience to over 80 college students.

“Internships play a key role in workplace experience and gives students the edge they need when entering the workforce,” said Mayor Vigeant. “I am proud of this program and the benefits it provides to not only the interns, but those who have the opportunity to work with them and prepare them for a successful future.”

This program is open to all area college students enrolled in various courses of study. Although, preference is given to Marlborough residents, all interested college students are encouraged to apply. **The deadline for applications is Friday, April 26th.**

Applications may be picked up in person at the Marlborough Public Library or the Mayor’s Office in City Hall. It is also available for download on the city’s homepage at www.marlbrough-ma.gov under the “News” section.

Completed applications may be dropped off to the Mayor’s office or delivered to:

City of Marlborough
Public Service Summer Internship Program
City Hall, 4th Floor
Marlborough, MA 01752

For questions or additional information, please call the Mayor’s Office at (508) 460-3770.



Public Service Internship Program

Overview of the Program

The Public Service Internship Program is designed for area college students who have an interest in pursuing a career in the public sector or who wish to gain practical, real world experience in a particular field from money management and accounting to engineering to public health and municipal management.

Depending on the schedule of the student and the needs of the departments, students will work 30 hours per week for eight to twelve weeks. All students will be paid \$12.00 per hour.

All students are expected to carry out their duties and responsibilities with the courtesy, professionalism, and respect of full time employees.

Preferred Qualifications

- Completed at least one semester of full time study at an accredited university or community college.
- Demonstrated interest in public service and/or their chosen field
- Has residency in the City of Marlborough
- Availability to work a minimum of eight weeks between June, 2019 – August, 2019

Selection Process

Internships will be filled based on need, available funding, and the achievements of the student. All students who submit a fully completed application package will be interviewed on a rolling basis by the Mayor's office. After completing the interview process, the hired students will be notified and will begin soon thereafter.

Application Checklist

- 1) Complete the one-page Public Service Internship Application Cover Sheet
- 2) Include a copy of your resume
- 3) Include copy of your driver's license
- 4) Include a copy of your college transcript (unofficial ok)
- 5) Complete a cover letter (typed, 400 words max) explaining why you should be considered for this opportunity
- 6) One letter of reference from a professor/faculty member at your institution OR from a recent employer (letters may be included in the application or emailed directly to our office at kflanagan@marlborough-ma.gov)

Mail or Drop off all materials to: City of Marlborough
Public Service Internship Program
City Hall, 4th Floor
Marlborough, MA 01752

Please call Kate Flanagan at the Mayor's office with any additional questions at (508) 460-3770.

APPLICATION DEADLINE: Friday, April 26th



City of Marlborough
140 Main Street
Marlborough, MA 01752

Public Service Internship Program Application Cover Sheet

NAME: _____ EMAIL: _____

ADDRESS: _____ TELEPHONE: _____

COLLEGE MAJOR & INTENDED CAREER PATH:

PLEASE INDICATE YOUR AREAS OF INTEREST (CHECK ALL THAT APPLY):

_____ SOCIAL SERVICES & CITY PROGRAMMING
(Council on Aging / Board of Health / Library)

_____ ENVIRONMENTAL / CONSERVATION
(Dept. of Public Works / Conservation Commission)

_____ PUBLIC MANAGEMENT/COMMUNICATIONS
(Mayor / Human Resources / City Clerk)

_____ FINANCIAL OPERATIONS
(Collector / Assessors / Marlborough Community
Development Authority)

_____ INFORMATION TECHNOLOGY
(I.T. Dept / GIS / WMCT-TV)

_____ ENGINEERING / URBAN PLANNING
(Engineering Division)

EDUCATION

NAME OF COLLEGE	
ADDRESS	

NAME OF HIGH SCHOOL	
ADDRESS	

DISCLOSURE

Is a member of your immediate family or household employed by the City of Marlborough in either a full or part-time capacity?

_____ NO _____ YES (If so, whom?) _____