



2020 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 2020 – August 2020

Selection Process

Internships will be filled based on need, available funding, and the academic / extracurricular 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 (or identification)
- 4) Include a copy of your college transcript (unofficial is 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 nathan.boudreau@marlborough-ma.gov)

Email applications to nathan.boudreau@marlborough-ma.gov or mail to:

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

For questions, interested students are encouraged to contact the Mayor's Office independently without assistance from parents or guardians at (508) 460-3770.

APPLICATION DEADLINE: Friday, April 24th



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?) _____