



City of Marlborough

Office of the Mayor

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Arthur G. Vigeant
MAYOR

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PRESS RELEASE

-FOR IMMEDIATE RELEASE-

March 9, 2021

CONTACT: Trish Bernard 508-460-3770 or pbernard@marlborough-ma.gov

Mayor Arthur Vigeant Announces 9th Year of the Public Service Summer Internship Program for Area College Students

MARLBOROUGH – Mayor Arthur Vigeant is pleased to announce that the City of Marlborough will continue its summer intern program for college students for the ninth year. The program was cancelled in 2020 due to COVID-19. With lifted restrictions the City can resume this successful program limitedly based on departments that can socially distance or work outdoors.

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 it gives students the edge they need when entering the workforce. I am proud of this program and look forward to resuming it after a year that has certainly disrupted many lives and businesses. We welcome the opportunity to work with students and prepare them for a successful future,” said Mayor Vigeant.

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. Due to COVID restrictions, internships will be limited and based on outdoor work and offices that can provide social distancing. **The Deadline for applications is Friday, April 30th.**

Applications may be downloaded on the city’s homepage at www.marlborough-ma.gov under the “News” section.

Completed applications may be e-mailed to Trish Bernard at pbernard@marlborough-ma.gov, or use our Dropbox in front and/or in back of City Hall.

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

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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 weeks. All students will be paid \$13.50 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 or previously resided in the City of Marlborough
- Availability to work a minimum of eight weeks between June 7, 2021 – August 27, 2021

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 by a participating department employee. 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 pbernard@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 Patricia Bernard at the Mayor's office with any additional questions at (508) 460-3770.

APPLICATION DEADLINE: Friday, April 30th



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 / Human Services / Board of Health)

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

_____ PUBLIC MANAGEMENT/COMMUNICATIONS
(Mayor / City Council Office / Human Resources)

_____ FINANCIAL OPERATIONS
(Treasurer's Office / City Auditor / Procurement)

_____ COMPUTER / INFORMATION TECHNOLOGY
(I.T. Dept / GIS)

_____ ENGINEERING / URBAN PLANNING
(Inspectional Services Dept. / Engineering Division)

Note: Limited positions based on department's that can adhere to social distancing and/or outdoor work.

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?) _____