



## **Intern - Office of Diversity** CITY MANAGER

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**SALARY:** \$15.44 /Hour

**CLASSIFICATION:** Unclassified

**STATUS:** PT Temporary

**FLSA:** Non-exempt position, eligible for overtime compensation.

**OPENING DATE:** 03/30/17

**CLOSING DATE:** 05/07/17 11:59 PM

**INTRODUCTION:**

Provides professional level staff assistance in the areas of research and analysis, procedural studies and technical planning for a variety of general administrative or specialized technical projects in support of the objectives of the division to which assigned. The position will be part time, non-benefited and will start on or after June 26.

**Summer Diversity and Inclusion Management Intern** - This project is designed to give hands-on experience to college-level students who are interested in pursuing a future career in public safety, local or regional public service, or service to Native American communities or affiliated organizations upon their graduation.

This is a summer intern position that will work under direct oversight from the city's Diversity and Inclusion Program Manager. The intent of this position will provide the intern with an introduction to both public administration and government, specifically as relates to strategic diversity and inclusion initiatives within the City of Scottsdale organization and in the Community of Scottsdale itself. Most of the work to be performed will be done in a community outreach, event planning and assist with educational workshops, with some work done outside of the office setting. The intern will work with several stakeholders to assist Program Manager with initiatives around employment of people with disabilities, diversity and leadership training, diversity data preparation and analysis, resource management, and event planning.

This summer intern position will work both alone and as a team member. Applicant must be currently enrolled or recently graduated within a year from an accredited college or university degree program in: public administration, business administration, sociology, psychology, human resources, American Indian Studies or other closely related field.

The ideal candidate will possess:

- Some understanding of federal, state and local laws, ordinances, rules and regulation related to diversity, including civil rights and disabilities-related laws.
- Customer service and problem resolution skills
- Some understanding and ability to design, develop training, outreach and educational programs.
- Some knowledge required about local government and tribal government
- Some knowledge in marketing and public relations.

**Selection Process:**

Applicants whose education, training and experience most closely meet the standards of this position may be invited to participate in a selection process to include an oral board interview tentatively scheduled for the second week in May. Final selection is contingent upon a background check which includes:

- Fingerprinting
- Criminal Background Screening

**NOTE:** Applicants applying to this internship may be considered for other intern opportunities in the city.

**MINIMUM QUALIFICATIONS:**

**Education and Experience**

- Must be currently enrolled or recently graduated within a year from an accredited college or university degree program in a field related to the department in which assigned.

**ESSENTIAL FUNCTIONS:**

*Performs duties and responsibilities commensurate with assigned functional area which may include, but are not limited to, any combination of the following tasks:*

- Provides staff assistance to various divisions of the City government; tasks will vary based on assignment.
- Communicates with the general public, other City employees, management and public officials in order to research administrative or operational problem areas, conduct surveys and report recommendations and results.
- Analyzes procedures, drafts studies, reports and/or manuals to report findings and propose solutions to administrative problems, or makes recommendations for improvement.
- Designs and revises forms for records and reports.
- Attends related training sessions, various meetings, citizens committees and citizen boards and commissions, as directed.
- Collects, assembles and analyzes data to assist in resolving procedural, operational and other work-related problems.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position or that an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Most work is performed in a normal City office environment.
- Lift and carry materials weighing up to 30 pounds.
- Travel to/from meetings and various locations.
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy and fax machines requiring continuous and repetitive arm, hand and eye movement.

**[Click here](#) to review the entire job description.**

**The City of Scottsdale reserves the right to change this process at any time.**

**EQUAL EMPLOYMENT OPPORTUNITY:** It is the policy of the city to provide employment opportunities to all persons based solely on ability, regardless of race, color, religion, sex, national origin, age, sexual orientation, gender identity or disability.

When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. Please contact Human Resources to request an accommodation. Persons with a disability may request a reasonable accommodation by contacting HR Receptionist at (480) 312-2491. Requests should be made 24 hours in advance or as early as possible to allow time to arrange the accommodation. For TTY users, the Arizona Relay Service (1-800-367-8939) may contact HR Receptionist at (480) 312-2491.

*This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.*

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FILE APPLICATIONS ONLINE AT:  
<http://www.scottsdaleaz.gov>

Position #FY1617-00265  
INTERN - OFFICE OF DIVERSITY  
RF

OUR OFFICE IS LOCATED AT:  
9191 E. San Salvador Dr.  
Scottsdale, AZ 85258  
(480) 312-2491  
[rcastanon@scottsdaleaz.gov](mailto:rcastanon@scottsdaleaz.gov)

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### **Intern - Office of Diversity Supplemental Questionnaire**

- \* 1. I am currently enrolled or recently graduated within a year from an accredited college or university degree program in: public administration, business administration, sociology, psychology, human resources, American Indian Studies or other closely related field.
- Yes  
 No
- \* 2. Please indicate your degree program, under graduate or graduate status ex: freshman,

sophomore, junior, senior. If recently graduated include year of graduation, diploma type, and major.

- \* 3. Briefly describe what organizational and community diversity means to you.
  - \* 4. Briefly describe the experience you have with diversity programs or diversity-related event planning.
  - \* 5. Briefly describe your approach that you might use to prevent stereotyping or prejudice attitudes.
- \* Required Question