



2020

Summer Internship Announcement Chesterfield County

Human Resources
P.O. Box 40
Chesterfield, VA 23832
804-748-1551
www.chesterfield.gov/internships

- Department:** County Administration / Learning and Performance Center
- Program Dates:** May 18, 2020 – July 24, 2020
22 hours per week
\$12/hour undergraduate - \$14/hour graduate student
- Who we are:** County Administration serves as the liaison between the daily county operations and the Board of Supervisors with overall accountability to the elected officials in executing policy. The Learning and Performance Center (LPC) provides developmental opportunities and consulting services to county and school employees that promote individual and organizational success.
- What you will learn:** The summer intern will conduct the 2020 Customer Experience Assessment. The assessment involves reviewing department web presence, calling information lines and asking questions via email and phone to assess speed and accuracy of responses. Additionally, the intern will conduct up to 10 site visits examining the location and assessing staff from the customer's perspective. To complete the project, the intern will present findings to the Deputy County Administrator and the Director of the Learning and Performance Center. This assessment will guide the county's customer service consulting and training initiatives. This project will provide the intern a broad overview of county services.
- The Chesterfield Experience:** As an intern in Chesterfield County, you will have an opportunity to meet with county leaders, collaborate with your peers, attend training seminars, and participate in team building exercises to complement what you will be learning in the professional work environment provided by County Administration and the Learning & Performance Center.
- Minimum Qualifications:** Candidates must be enrolled as current undergraduate or graduate students and have a minimum grade point average (GPA) of 2.8. Must have completed college coursework in Public Administration, Business, Marketing or related field. Must possess excellent written and verbal communication and interpersonal skills. Successful completion of a fingerprint-based criminal history check and pre-employment drug screen required.

For consideration of this opportunity, candidates must complete the application requirements listed on our website at www.chesterfield.gov/internships by **February 21, 2020**.

Chesterfield County is an Equal Opportunity Employer
Committed to Workforce Diversity