

THE CITY OF KNOXVILLE
CIVIL SERVICE
JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web: www.knoxvilletn.gov

3003

Intern I
Temporary/Part-Time Positions
Drug testing may be required

HOURLY RATE OF PAY: \$10.00/hour

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

The City of Knoxville only accepts online applications. To apply, go to www.knoxvilletn.gov. If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

Attention: All applicants for Internship must submit a copy of most recent transcripts and class schedules with the application in order to be considered. Applications missing these items cannot be processed.

JOB DESCRIPTION:

These are temporary part-time positions. Scheduled hours of work and job duties may vary from department to department. Applications are continuously accepted for this position. When an opening occurs, the requesting department will be forwarded all applications for selection. At that time, a description of duties will be available from the hiring department.

Documentation of continued student enrollment is required. Class schedules must be submitted prior to employment (unless working during an off term). Transcripts must be turned in at the end of the semester to ensure continued employment as an Intern. Progress toward a degree must be demonstrated for Interns who work longer than one school year. The maximum duration permitted for an Intern I is 1,560 hours, to be worked within three (3) years from the date of first employment as an Intern I. An individual may work as an Intern I and also as an Intern II. In such case, an individual would have a duration limit for Intern I and another duration limit for Intern II. However, in no event shall the combined hours for an Intern I and Intern II exceed 2,080 hours.

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline:

- Must be a currently enrolled undergraduate student in an accredited university/college program with a minimum of twelve (12) semester hours completed.
- Must EITHER have a minimum current course load of nine (9) semester hours or be off for the term (i.e., summer term).
- In order to work as an Intern I, during an off term an individual either (1) must have worked the previous term as an Intern I while carrying nine (9) semester hours or, (2) must have completed twelve (12) semester hours during the previous school term.

EXAMINATION

No formal selection procedure exists for this classification. Applicant names will be forwarded to the requesting Department for consideration until all vacancies are filled.

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

INTERN POLICY

CIVIL SERVICE DEPARTMENT

INTERN I:

Must be a currently-enrolled undergraduate student in an accredited college or university program with a minimum of twelve (12) semester hours completed and a minimum current course load of nine (9) semester hours or be off for the term (e.g., summer term). In order to work as an Intern I during an off term an individual either:

- (1) must have worked the previous term as an Intern I while carrying nine (9) semester hours), or
- (2) must have completed twelve (12) semester hours during the previous school term.

INTERN II:

Must be a currently enrolled graduate student in an accredited college or university program with a minimum course load of six (6) semester hours or be off for the term (e.g., summer term). In order to work as an Intern II during an off term an individual either:

- (1) must have worked the previous term as an Intern II while carrying six (6) semester hours, or
- (2) must have completed nine (9) semester hours during the previous school term.

DURATION:

*For Intern I, a maximum of 1,560 hours to be worked within three (3) years from the date of first employment as an Intern I.

*For Intern II, a maximum of 1,040 hours to be worked within two (2) years from the date of first employment as an Intern II.

An individual may work as an Intern I and also as an Intern II. In such case, an individual would have a duration limit for Intern I and another duration limit for Intern II. However, in no event shall the combined hours for an Intern I and an Intern II exceed 2,080 hours.

ELIGIBILITY:

Documentation of continued student enrollment is required. Class schedules, transcripts and copy of student ID must be submitted prior to employment and transcripts must be turned in at the end of the semester/quarter to ensure continued employment as an Intern. Progress toward a degree must be demonstrated for Interns who work longer than one school year.