

<p style="text-align: center;">Fall 2008 Internship Opportunity City of North Royalton – Community Development</p>
--

The tasks and duties of the position will expose the intern to community development issues which require the development of policy and regulations, program development, and evaluation.

Job Functions

- Conduct research on cities of similar size and demographics, best practices: Architectural Review Board, Planning Commission, Board of Zoning Appeals, Development Projects
- Reexamine size, function, and duties of boards
- Assist with research on changes to the administrative application process, zoning codes, and policy and procedures for each board
- Assist with other functions in the Community Development Department: tax incentives, land use, exploration of expansion, recreational facilities and long range infrastructure improvements

Qualifications

- Student must be currently enrolled in a graduate program in the Levin College of Urban Affairs: MPA, MUPDD, MS, MAES
- Knowledge of urban studies, planning, community development and economic development
- Proficiency in Microsoft Office (Word, Excel and Publisher)
- Excellent and effective written and verbal communication skills
- Access to personal transportation
- Flexible schedule and strong work ethic

Period of Appointment: September 15 – December 5, 2008 (12 weeks). The intern will be paid at the hourly rate of \$11.60 for up to 20 hours per week.

To Apply: Send resume and letter of interest stating qualifications via email to Rachel Singer, Levin College Internship Coordinator, by **September 4th, 2008**.

Rachel Singer
Levin College of Urban Affairs, UR 134
Ph: (216) 687-2388
Email r.g.singer88@csuohio.edu