



City of Ripon Management Internship **Program with Ripon College**

The City of Ripon has instituted a cost-effective Management Internship Program to aid in operations, administrative affairs, and project development for the city. The internship program touches all aspects of municipal operations and services, including public administration, public works, public safety, and planning. The program will provide a strong foundation by which interns are able to build a successful career in local government and public management.

Growing the partnership between the City of Ripon and Ripon College is critical for the advancement of the community initiatives and betterment. This includes providing opportunities for involvement and career advancement for Ripon College students. To enhance the partnership with Ripon College and to cultivate the next generation of municipal leaders, the City of Ripon is establishing a Management Internship Program designed specifically for Ripon College students.

Position: Management Intern

Qualifications: Candidates must be undergraduates enrolled at Ripon College. Areas of primary study for candidates may include, politics and government, environmental studies, criminal justice, history, pre-law, or a related field. Candidates must possess exceptional research, analytical and communication skills; be highly motivated, and be able to exercise sound judgment working independently, with the public, and as part of a team. In addition, candidates must have a solid understanding of Microsoft products and other computer programs. Priority will be given to applicant's in their junior or senior year of study.

Responsibilities: The Intern will be provided with an excellent opportunity to acquire practical experience in a variety of settings and play a central role in the City's government services. This includes opportunities in general government, public works, public safety, and planning. Core intern responsibilities include: Updating the City Code; Gathering comparative statistical data for city policy; Drafting proposed local ordinances, resolutions, and policies; Researching and evaluating local government issues; Participating in community activities. The Intern shall have freedom to also bring forward projects of interest to complete under direction of City Administration. The Intern shall report to the City Administrator, but may be assigned to different departments depending on areas of need and the specific project.

Duration: Negotiable (1 semester-1 year)

Compensation: The city will work with Ripon College to provide course credit. In addition, the city may provide a negotiated stipend for the overall period.

Interested Applicants: This is a rolling application window based on position availability and at the discretion of the City Administrator. Interested applicants should email the City Administrator a letter of interest and resume for consideration. The City of Ripon is an equal opportunity employer.

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