

## CLAS/City of Pittsburgh Virtual Internship/Mayor's office

### **Mission**

The Office of Mayor William Peduto is working in conjunction with the Center for Latin American Studies (CLAS), University Center for International Studies at the University of Pittsburgh to offer a 3-credit internship for undergraduate students enrolled in the Center for Latin American Studies Certificate. The purpose of this internship is to expose a CLAS certificate student(s) to an organization that works in with the LatinX community in Pittsburgh and surrounding area, where they can use the skills and language acquired from their studies at the University of Pittsburgh.

**Note:** *This internship is remotely, we follow the recommendations from the CDC, the PA Health Dept. as an effort to don't spread the COVID-19 and to flatten the curve.*

### **Student Internship**

The Office of Mayor William Peduto seeks college students with an interest in politics, public policy, or community development to serve as interns and assist with various special initiative projects pertaining to: Community Affairs, Community Engagement, Economic Development, Education, and Government Affairs. A successful applicant will demonstrate:

Duties:

- One of the mayor roles is that the intern will be working on the Business Directory and Language Access projects for the city.
- Track usage of language access tools.
- Suggest ideas to communicate language access availability to city departments
- Conduct research on ways welcoming Pittsburgh can improve convening model
- Suggest ways to promote and gain traction with the international business directory
- Lend assistance with other welcoming Pittsburgh and other program initiatives as needed.
- May attend meetings, briefings, and hearings to remain informed about current issues.
- May write correspondence, process incoming/outgoing mail and assist in planning events.
- May assist in developing/updating traditional print and digital community outreach materials and social media campaigns.
- May analyze statistical data, perform research, and develop reports.

### **Specific Internship Outcomes**

Upon completion of this internship, the Intern will:

- Acquire and understanding of how city government works
- Acquire and understanding of the legislative process works
- Acquire and understanding of the public policy works,
- community development is accomplished
- Acquire experience and policy and program development in the region

Note: This student will not be responsible for answering the phones or providing administrative support.

### **Required & Desired Skills**

This internship is for upper class women/men (sophomores and junior going into the following year) during the Academic Term, she/he will be in good academic standing (3.0 Minimum GPA) and be available for the entirety of the internship period. Must be proficient in communication, organizational,

and analytical skills. The ability to speak and write in Spanish/Portuguese on at least an intermediate level would be preferred. Must have experience in Microsoft Office Suite software programs, Google Docs, Google Suite, and the use of social media. The ability to work effectively in a fast-paced and high-pressure environment, and a collaborative and team-oriented attitude. Preference will be shown to candidates with ties to Pittsburgh, and/or Pennsylvania, and/or are familiar with the legislative, economic, community affairs and/or community development issues facing the City of Pittsburgh.

Consideration for selection will be given to:

- Academic accomplishment,
- Progress toward completion of the CLAS certificate,
- Strength of the statement of intent,
- Spanish/Portuguese speaking fluency

### **Schedule & Structure**

*Keep in mind that this is a non-compensation internship.*

Requirements:

- Students will be required to meet with the CLAS Staff during the duration of the internship which is 120 hours in total. The meetings will take place three times during the duration of the internship (40 hours, 80 hours, and at the end of the 120 hours).

While doing the internship the student will work on:

**Portfolio**—Students create a portfolio to keep samples of written work, photographs, videos, reports, interview transcripts, summaries, certificates of training, reference letters and other documentation of the internship experience and their contribution to the work of the organization at which they were interns. The portfolio is to illustrate what the student has learned and how his/her skills or knowledge base has expanded through the internship. This will be very valuable when it is time to write the topical paper.

**Topical Paper**—A paper to be written at the end of the internship is to integrate the internship experience with one or more topics related to specific courses or other academic interests. Researched references should be cited to support conclusions drawn. The paper is to indicate how the student has integrated the experience with his or her academic knowledge base as well as to identify areas or questions for further exploration. The topics should be selected by the student and faculty sponsor as part of the academic component and listed on the Learning Agreement. Credit won't be assigned until the paper is approved by the CLAS Academic Advisor.

- The City of Pittsburgh/ Mayor's Office and The Center for Latin American Studies reserves the right to use images for promotional purposes of photographs taken during the duration of the internship.

### **Application Instructions and deadlines:**

Qualified applicants will submit:

To upload documents, visit: <https://www.ucis.pitt.edu/clas/clasinternship>

(Items 1--3 need to be uploaded online. Item number four needs to be emailed to

[lavst12@pitt.edu](mailto:lavst12@pitt.edu).)

1. Letter of intent (a well-composed statement of academic intent addressing why you feel that

you would be an appropriate participant in this opportunity)

2. Resume
3. An unofficial transcript (it can be obtained from People Soft)
4. Letter of reference from a professor or advisor (This needs to be emailed to [lavst12@pitt.edu](mailto:lavst12@pitt.edu))

*NOTE: The student or students selected will set up an appointment with the CLAS Academic Advisor to obtain the course number, and work on a plan of action for the schedule and structure of the internship with the CLAS Academic Advisor and Asst. Director for Partnerships and Programming.*

If you have any questions, please email Luz Amanda Hank, *Asst. Director for Partnerships and Programming* at [lavst12@pitt.edu](mailto:lavst12@pitt.edu)

**Deadlines to remember:**

The deadline for submission of all application materials for the FALL Semester is **June 14<sup>th</sup>, 2021**.

The deadline for submission of all application materials for the SPRING Semester is **October 15<sup>th</sup>, 2021**.

**For more information about the two organizations, visit:**

Center for Latin American Studies (CLAS), University Center for International Studies at University of Pittsburgh: [www.ucis.pitt.edu/clas](http://www.ucis.pitt.edu/clas)

Office of the Mayor, City of Pittsburgh: <https://pittsburghpa.gov/mayor/>