



City Secretary's Office Summer Intern

The Carrollton City Secretary's Office is seeking a summer intern to coordinate a records management project for Engineering documents. The intern will closely review, label, inventory, enter and sort records based on the Texas Library and Archives Commission Retention Schedule adopted by the City of Carrollton. The intern will have an opportunity to work with staff at various levels and gain an in-depth understanding of records maintenance challenges and opportunities. Additional small projects within the City Secretary's Office will be assigned as time is available. These projects could include benchmarking, research, reviewing, and updating training documents for staff, and appointed and elected officials. This is a project-based internship; the student will work independently and have regular check-in meetings for any questions that may arise. An opportunity for remote work one day a week may be available. This is a 20-hour per week internship and compensation is \$11 per hour.

Prospective candidate must be:

- Currently enrolled in a university or community college
- Maintaining a 2.5 GPA or better
- Passing pre-employment drug screening
- Responsible for his/her own transportation

Interested candidates should send their resume to the City Secretary at laurie.wilson@cityofcarrollton.com by 5pm May 3, 2021.