



## City of Milton

### Program Overview

This Summer Internship will offer a talented college student an opportunity to go beyond the classroom to develop leadership skills and gain meaningful hands on municipal experience working as part of the staff of the City of Milton across several departments within the City. Typically, the intern will assist with Milton’s GA Smart Community project, as well as participate in comprehensive city planning, community engagement, project research, report writing, and other special projects and networking opportunities.

### Job Description

Intern will perform duties such as gathering and organizing data to provide information for departmental projects or reports; offering innovative suggestions; accompany professional level employees on assignments; observe and/ or present at city council meetings; request or give information and other related duties as assigned. Assignments serve to offer practical experience and broad exposure to the City.

### Qualifications

- Able to handle multiple assignments simultaneously and effectively meet deadlines
- Strategic and creative thinking; distinguished written and verbal communications skills
- Strong initiative; a self-starter with analytical skills, data analysis, attention to detail, problem-solving and decision-making abilities
- Experience working in a fast-paced environment and flexible to changing priorities
- Experience with GIS, App and software testing
- Must have technical aptitude to learn new applications quickly

### Majors

A wide range of degree programs considered such as: Planning, Architecture, Civil Engineering, Urban Geography, Computer Science, Management Information Systems, Economics, Public Administration, Policy Studies, Communications and others for all students interested in exposure working at a city.

Learn more about the City of Milton at <https://www.cityofmiltonga.us/>

