



City of Dayton Internships with SOCHEIntern

To apply: log on to www.SOCHEIntern.org and complete the full application. A resume is required to apply. Once the application is completed and submitted, students can select and be considered for multiple positions. Interviews will be conducted in the spring semester of 2016 for internships during the 2016-2017 academic year. Applicants must be enrolled in a full time college or university program.

Please direct questions to:

Maggie Varga

Southwestern Ohio Council for Higher Education (SOCHE)

o: (937) 258-8890 ext. 105

maggie.varga@soche.org

Facilities Management Intern

City of Dayton, Central Services

This position will support Division of Facilities Management programs and initiatives at the City of Dayton. Intern will assist in daily operations including program areas such as, risk management, preventative maintenance, and staffing optimization.

Intern will work on special project assignments. Types of projects cover a broad spectrum and may include areas such as emergency planning, design support, research and comparatively analyze industry best practices and existing practices of the Facilities Management Division and building maintenance planning. Candidates must have strong project management, organizational, communications and computer skills, as well as being self-motivated and eager to contribute to improving the Facilities Management Division operations.

Requested Majors: All majors accepted.

Dayton Convention Center Marketing and Business Development Intern

City of Dayton, Convention Center

This position will support the business development of the Dayton Convention Center. Student will work with staff to develop and foster business relationships, develop marketing materials, and assist with Convention Center events. Candidates for this position should have interest in business, communications, marketing, sales or public affairs. Candidates must have strong project management, organizational, and leadership skills, and the ability to work both independently and with a team. Student must be enrolled in a full time university program.

Requested Majors: *Marketing, Business, Political Science, or similar preferred, all majors accepted.*

Marketing Intern

City of Dayton, Public Works Department

This position will support the development of a marketing campaign for a municipal recycling program. Student will work with work with staff to create and market the expansion of the existing recycling program. Candidates for this position should have interest in marketing or local government. Candidates must have strong project management, organizational, and leadership skills, and the ability to work both independently and with a team. Student must be enrolled in a full time university program.

Requested Majors: *Marketing, Communications, Business, Political Science, Urban Affairs or similar preferred, all majors accepted.*

Local Government Intern

City of Dayton, Public Works Department

This municipal internship was created to provide an opportunity for students to gain firsthand knowledge and understanding of governmental processes through pre-professional work experiences in municipal occupational fields. Student will work as part of the Public Works Department with work assignments focused on research and development of municipal services. Candidates must have strong project management, organizational, and leadership skills, and the ability to work both independently and with a team. Student must be enrolled in a full time university program.

Requested Majors: *Political Science, Urban Affairs or similar preferred, all majors accepted.*

Water Engineering GIS Intern

City of Dayton, Department of Water

This internship was created to provide opportunities for students interested in GIS in a governmental water utility setting. The GIS Internship position will assist the Water Engineering Planning staff with field and office work in developing databases, assisting in the preparation of drawings, sketches, and maps. Additional duties may include syncing data between GIS and other systems. Candidates for this position should have the ability to think systematically, have strong computer skills and the ability to work both independently and with a team. The position may include field work as well as office work. Student must be enrolled in a full time college or university program.

Requested Majors: *Geographic Information Systems, Geography or similar preferred, All majors accepted.*



Water Reclamation Analyst Intern

City of Dayton, Department of Water

The internship will support the Water Reclamation Laboratory, concentrating on laboratory duties. The student will work under the direction of the WR laboratory supervisor and experienced laboratory personnel. The student will work in the laboratory running tests such as, but not limited to, pH, total solids, suspended solids, volatile acids, and settleometer. The student must have completed a minimum of one year of science and math at time of appointment. Additionally, the student is expected to have the physical ability to handle laboratory equipment and have no color blindness.

Requested Majors: *Biology, Chemistry, and Environmental Studies or similar preferred, All majors accepted.*

Environmental Science & Water Protection Intern

City of Dayton, Department of Water

This internship was created to provide an opportunity for students interested in Water Environmental Services. Students will work with Environmental staff and the public to gain first-hand knowledge and understanding of the importance of protecting our region's groundwater and storm water resources. Students will assist with Source Water inspections and collect ground water levels from City monitor wells. They will also collect river and stormwater outfall samples and assist with illicit discharge investigations. The intern will also provide support of Dayton's goal to lead the region's sustainability efforts and assist with the Department's community outreach and education efforts. Basic office functions such as clerical assistance, file maintenance, and drafting correspondence can also be expected. Candidates must have strong communication, project management, organizational, leadership, and computer skills, and the ability to work both independently and with a team. Student must be comfortable working outside in summer, in underbrush, and near moving water.

Requested Majors: *Chemistry, Biology, Hydrology/Hydrogeology, Geology, Environmental Science, Engineering and other science fields.*

Marketing Intern

City of Dayton, Department of Water

This position will support the development of marketing campaigns for a municipal Water Department. Student will work closely with the Department's Marketing Representative and Environmental Management Division staff to implement the department's strategic marketing initiatives. Candidates for this position should have interest in marketing or local government. Candidates must have strong project management, organizational, and leadership skills, and the ability to work both independently and with a team. Student must be enrolled in a full time university program.

Requested Majors: *Marketing, Communications, Business, Political Science, Urban Affairs, or similar preferred, all majors accepted.*



Water Supply & Treatment Intern

City of Dayton, Department of Water

This internship will serve the division Water Supply and Treatment, concentrating in the laboratory bureau. Students will work with leadership and professional staff to gain firsthand knowledge and understanding of water utilities within a governmental setting. Students will work with staff to perform a wide array of tasks including but not limited to lime sample evaluation, well field monitoring, wet chemistry, sand filter evaluation, data entry, and quality control. Candidates for this position should have the ability to think systematically, have strong computer skills, and the ability to work both independently and with a team. The position may include field work as well as office work. Student must have completed a minimum of one year of science and math at time of appointment as well as have, and maintain, a minimum GPA of 2.5 on a 4.0 scale. Additionally, student is expected to have the physical ability to handle laboratory equipment and have no color blindness.

Requested Majors: *Biology, Chemistry or similar preferred, All majors accepted.*

Nuisance Abatement Intern

City of Dayton, Planning & Community Development

This municipal internship was created to provide opportunities for students to gain firsthand knowledge and understanding of governmental processes through pre-professional work experiences. Student will work as part of the Planning and Community Development Department, Division of Housing Inspection. Intern work assignments will focus on improving the students writing, research, and analytic skills while exposing them to a variety of different projects such process improvements for nuisance abatement workflow, research and implementation of best practices for deconstruction/green demolition versus standard demolition, and contractor analysis to reduce the occurrence of change orders, to name a few. Student must be enrolled in a full time university program.

Requested Majors: *Public Administration, Architect, planning or similar preferred, all majors accepted.*

Engineering/Environmental Intern

City of Dayton, Dayton International Airport

This aviation internship was created to provide opportunities for undergraduate college students to gain firsthand knowledge and understanding of the Professional Engineers role and the environmental considerations in the Airport development processes. Students will work with the engineering staff to assist in the management of various Airport construction projects, as well as assisting with Environmental programs including storm water and wastewater discharge compliance, sustainability, energy conservation, and recycling. Student must be enrolled in a full time university program.

Requested Majors: *Engineering, Science or similar preferred, all majors accepted.*



Marketing & Communications Intern

City of Dayton, Dayton International Airport

This position will support the development of a marketing campaign for the Dayton International Airport as it relates to the parking program, recycling, and general airport advertising. Student will work with staff to create and market the expansion of an existing program. This position will also be involved in helping to develop and organize special events for the airport. Candidates for this position should have interest in marketing and communications. Student must be enrolled in a full time university program. Candidates must have strong project management, organizational, and leadership skills, and the ability to work both independently and with a team. Student must be enrolled in a full time university program.

Requested Majors: *Marketing, Communications, Business, Political Science, Urban Affairs, or similar preferred, all majors accepted.*

Business Management Intern

City of Dayton, Dayton International Airport

This internship was created to provide opportunities for undergraduate college students to gain firsthand knowledge and understanding of the Operations and Maintenance requirements of the Dayton International Airport. Students will work with the Operations Supervisors to assist with various projects including but not limited to; data collection, sustainability, safety management systems, runway inspections, maintenance requests, and regulatory reviews. Student must be enrolled in a full time university program.

Requested Majors: *Business, Marketing, Communications, Political Science, Urban Affairs or similar preferred, all majors accepted.*

Economic Development Intern

City of Dayton, Economic Development Department

Student needed to support the Economic Development programs and initiatives at the City of Dayton. This position will provide critical research and communications support, including the development of research material, key messages, and web-based content. Student will provide logistical, administrative, program development, and team management support, as needed. Student should be familiar with research and reporting methods with excellent knowledge of Microsoft Office Suite, in particular Excel. Candidates must have strong project management, organizational, and leadership skills, and the ability to work both independently and with a team. Student must be enrolled in a full time university program.

Requested Majors: *Economic Development, Business, Political Science, Urban Affairs or similar preferred, all majors accepted.*

Public Safety Wellness-Fitness Intern:

City of Dayton, Fire Department

Under direction, the student will work on the Wellness-Fitness Initiative program of the Dayton Fire Department. The Wellness-Fitness Initiative aims to improve the quality of life for safety personnel, create a working environment conducive to maintaining healthy and physically fit firefighters, and to reduce workers compensation costs and lost workdays. The student will prepare and revise plans and reports; develop new policies and procedures; draft guidance material for response personnel; and support contingency planning activities at the city and regional level.

Requested Majors: *Pre-medical, Pre-physical therapy, sports medicine, exercise science, occupational therapy or similar preferred; all majors accepted.*

Public Safety Metropolitan Medical Response System Intern

City of Dayton, Fire Department

Under direction, the student will work for the Metropolitan Medical Response System (MMRS) program of the Dayton Fire Department. The student will prepare and revise plans and reports; develop new policies and procedures; draft guidance material for response personnel; and support contingency planning activities at the city and regional level.

Requested Majors: *Pre-medical, Marketing, Communications, Business, Public Health, Political Science, Urban Affairs, Criminal Justice or similar preferred; all majors accepted.*

Public Safety Business Management Intern

City of Dayton, Fire Department

This position within the Dayton Fire Department's Fire Prevention Bureau will directly support Fire Department staff with identification and abatement of unsafe conditions, fire risk management, code enforcement and public education activities within our community. The student intern will apply best business practices to evaluate our communities need (both residential and commercial) and relate these to our Department's existing programs and processes. The student will assist with research, program development and service delivery for targeted public education, residential and commercial fire safety and prevention, code enforcement and data collection and analysis activities. Student should be familiar with research, reporting and statistical methods, with excellent knowledge of Microsoft Office Suite, and have technical writing experience. Candidates must have strong project management, organizational, and leadership skills, and the ability to work both independently and with a team.

Requested Majors: *Marketing, Communications, Business, Public Health, Political Science, Urban Affairs, Engineering, Criminal Justice or similar preferred; all majors accepted.*