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City of Aurora Intern Program

Scholarship Opportunity

City of Aurora Sponsor
City of Aurora Quality of Life Endowment Fund

Getting involved in municipal government advocacy may be one of the most beneficial experiences our youth can pursue in Aurora and Dearborn County. The goal of the City of Aurora Intern Program is to give young leaders a bird's eye view within municipal city and county government, utility services, as well as, the legislative duties and responsibilities of elected officials. Under the direction of the City Manager, Clerk Treasurer and Utilities Superintendent, each Intern will interact with the Mayor of Aurora, Common Council, City Departments and City of Aurora leaders focusing on government advocacy and education, as well as, build relationships with community peers while learning about municipal management, strategic planning and community needs

As an intern for the City of Aurora Intern program, each selected individual will go thru an application and essay submission request for eligibility to be submitted to the City Manager at City Hall, 235 Main Street, Aurora IN 47001. Entry applicants due upon request. See attached City of Aurora High School Intern Program requirements. All candidate applications will be reviewed by the City Manager, Clerk Treasurer and the City of Aurora Utility Superintendent followed by possible interview. A total of five (5) Interns positions are available during the calendar school year between September to May. Each successful candidate must possess superior communication, organizational management, leadership skills and abilities.

Intern will be responsible for completion of assigned administrative tasks such as data collection, report preparation, research and clerical duties. Each Intern will be supervised by the City Manager, Clerk Treasurer or Utility Superintendent as assigned within each office. In addition to day to day administrative functions and the responsibility of the monthly council/board meetings presentation materials, the Intern Program will cover the following topics:

Understanding Municipal Government, Budgeting, Utility Infrastructure, City Planning, Code Enforcement, Grant Facilitation, City Departments, Strategic Planning, Ordinance and Statutory requirements, city policies, and local governmental practices to facilitate efficient ongoing operation of City services as set forth by Mayor and City Council.

Each Intern is responsible for a total of 10 hours per week, as follows the South Dearborn Community School Corporation Calendar. In return for successful completion of the annual City of Aurora Intern Program, each candidate will receive a \$1000.00 scholarship to the college of their choice. The City of Aurora has the discretion to reselect candidates for more than one year to participate in this program. Should a candidate be chosen for multiple years to participate, then each year the Intern will be eligible for a \$1,000.00 Scholarship, up to \$2000.00. An Intern may not be eligible for participation in the City of Aurora Intern Program more than two (2) years in a row.