



2015 Student Intern Academy Frequently Asked Questions

What is the Student Intern Academy program?

The Student Internship is 8 weeks of employment from **June 8, 2015 through July 31, 2015**. The students will work with a mentor 4 days a week (Monday – Thursday). Friday is a mandatory Professional Development Day where the students learn about Financial Planning, Resume Writing, Public Speaking, Critical Thinking Skills, Customer Focus, Emotional Intelligence & Diversity, and Leadership. Friday is a mandatory Professional Development Day.

Who is eligible to apply for the program?

The program is open to all Cincinnati Public or Hamilton County partner school students entering the 11th or 12th grade in the fall of 2015 **OR** a 2015 High School graduate from a Cincinnati Public or Hamilton County partner school and have the following:

- 2.5 GPA (verified by recent official transcript signed by an authorized school official. (Report cards or print outs are not acceptable)
- Must submit a City job application for employment on-line at <http://agency.governmentjobs.com/Cincinnati/default.cfm>
- Must be at least 16 years of age by the start of the program (June 8, 2015)
- Must complete a background check and pre-employment screening
- Must agree to complete the entire 8-week program
- Proof of eligibility requirements to work in the USA

Who are the Hamilton County partner schools?

To date, the following high schools are partners with the program:

- McAuley High School
- Mother of Mercy
- Norwood High School
- Princeton High School
- Roger Bacon High School
- Seton High School
- St. Bernard/Elmwood Place High School
- Winton Woods High School

NOTE: Schools interested in becoming a partner school must have the **Principal/official charged with operating the school** contact Ms. Margie Anderson (513) 244-1308 or Margie.Anderson@cincinnati-oh.gov

How long is the program?

The program will last eight (8) weeks. Students must agree to complete the entire 8-week program.

(Note: The time of daily arrival and departure may vary according to the work assignment. However, no work assignment will exceed 60 hours in any two-week pay period. Students work four (4) pay periods for the total of eight (8) weeks.)

What are the program dates?

The Student Intern Academy program is an eight week summer program that will begin **June 8, 2015 and end July 31, 2015**.

Is this a paid internship?



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The students participating in the program will earn \$9.00 per hour with no benefits.

Where are the internships located?

The internships are located at Metropolitan Sewer District and Greater Cincinnati Water Works at various facilities.

Additional internships may be located within other City Departments as well as various private business partners' facilities. Interns may perform duties in the office or field in the following areas:

- Business
- Engineering
- Environmental Science
- Health Services
- Information Technology
- Plant and Building Maintenance
- Field Operations

How do I apply for the Student Intern Academy Program?

Applications can be submitted beginning **January 5, 2015 through February 15, 2015** using the City of Cincinnati's on-line application. **You must "create an account" before applying for the job.**

Go to <http://agency.governmentjobs.com/cincinnati/default.cfm>

1. Click on the job title you are interested in "**Student Intern Academy of the Departments of Water and Sewers**"
2. Click on the "**Apply**" link!
3. If this is the first time you are applying for a position using our online job application, you will need to [create an account](#) and select a Username and Password.
4. After your account is established, you can build an application by clicking on the "**Create Application**" link. Once you complete the application process, click "**Save and submit**".

Please ensure that your employment application clearly demonstrates how you meet the minimum qualifications for the position in which you are applying. Applications will be rejected if information is incomplete.

See the NEOGOV Applicant User's Guide and Frequently Asked Questions:

http://www.cincinnati-oh.gov/hr/assets/File/NEOGOV_FAQ%27s.pdf

For assistance with NEOGOV, please contact the NEOGOV help line at 1-877-204-4442

What is the deadline for the applications?

The deadline for submitting the on-line application is **February 15, 2015 at 11:59 p.m.**

What if I can't get all the information to complete my application?

An Incomplete application will not be accepted. The following documents must be included with the application:

- A typed 12 point font, double-spaced, 350 word student **essay**.
Essay Topics:
 1. How has your previous experience in the Student Intern Academy program influenced your life?



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2. State your future goals and how participation in the Student Intern Academy Program will benefit you?
3. Describe your strengths and weaknesses and how they contribute in your personal growth?
4. What is your proudest accomplishment and how did you achieve it?

Students who have formerly participated in the Student Intern Academy must answer Topic 1 only.

- One **Letter of Recommendation** completed by a teacher who taught the student in an academic course, Counselor, employer or community leader. The Letter of Recommendation should give examples of the student's dependability, punctuality, leadership, willingness to learn team participation and respect for others
 - Must print and submit the Employee Relationship Acknowledgment form
 - *Most recent **official high school transcript** signed by an authorized school official
- *Official Transcripts ONLY may be mailed directly to:

Margie Anderson
c/o Student Intern Academy
1600 Gest Street
Cincinnati, OH 45204

****The application and the required documents must be submitted on-line.***

Except for Official Transcripts, applications and supporting documentation will not be accepted at the Metropolitan Sewer District offices or through the United States Postal System, delivery services, fax transmissions or e-mail.

Who should I contact with more questions?

Please contact:

Ms. Kimberly Francis
kim.francis@cincinnati-oh.gov