



## CUYAHOGA COUNTY ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY

### 2018 Public Policy Summer Fellowship (Unclassified)

Executive Office

Location: Various County Locations  
Located within Cleveland, Ohio

Salary: \$3,000.00

Pay Range: Stipend

Reports to: Site Supervisor & Program Coordinator

Hours: 8:30 AM – 4:30 PM

Mon – Fri, June 4, 2018 - July 27, 2018

**REQUIREMENTS:** The Cuyahoga County Public Policy Fellowship Program provides an opportunity to inspire and empower the next generation of community leaders through the integration of hands-on public sector experience with an understanding of the intersection of services and policy within Cuyahoga County.

Applicants must be enrolled as an undergraduate or graduate student during the spring semester of 2018 and express interest in, either, staying in or moving to Cuyahoga County upon graduation. The program seeks to attract candidates who are passionate about public service and have demonstrated a substantial commitment to achieving excellence through their scholastic endeavors, leadership ability, and extracurricular involvement.

**RESPONSIBILITIES:** The program offers rigorous experiential learning to students through placement in one of the following potential service areas:

1. Communications
2. Economic Development & Housing
3. Finance and Accounting
4. Health and Human Services
5. Human Resources
6. Information Technology
7. Public Works
8. Sustainability
9. Public Safety
10. Consumer Affairs

Students will gain an in-depth view of how county government operates and have the opportunity to: research and develop new ideas for policies and initiatives; work with senior staff; attend meetings with the County Executive and senior-level staff from various county departments; learn about the work and mission of County departments through presentations by senior staff; attend press conferences, County Council hearings, staff meetings, and strategic planning sessions.

**APPLICATION PROCEDURE:** APPLICATION PROCEDURE: Please complete an online profile. Applications and resumes will only be accepted through the online process. Resume content must include the following information: Identification of three preferred placement areas (see "Responsibilities" section above); current GPA; and achievements or skills that are relevant to the fellowship placement. All DOCUMENTS MUST BE UPLOADED AS ONE PDF. Candidates selected for an interview will be required to submit a writing sample. ALL JOB OFFERS ARE MADE WITH THE UNDERSTANDING THAT PROSPECTIVE EMPLOYEES PASS A DRUG TEST AND A CRIMINAL BACKGROUND INVESTIGATION PRIOR TO BEING HIRED.



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**Applications must be received by 4:30 pm, March 02, 2018**

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Department of Human Resources/ADA Coordinator at (216) 443-7190.

**Please note that this position may be subject to an oath of office and/or bonding requirements pursuant to Chapter 107 of the Cuyahoga County Code.**

**Equal Opportunity Employer - Smoke-free and Drug-free Workplace.**

**Visit our website: [www.cuyahogacounty.us](http://www.cuyahogacounty.us)**

Posted: 12/11/2017