

Date posted: October 17, 2016

**City of St. Charles**  
**Employment Opportunity**  
**Fire Department Administrative Internship**  
Part time – year round

**Hours**

Approximately 15 - 20 hours per week when school is in session (during normal business hours (Monday through Friday, 8am - 4:30 pm) and 40 hours a week during summer and school breaks.

**Job Description**

This position, under the general supervision of the Fire Chief, is responsible for collecting and analyzing a wide variety of data and other information regarding Fire Department performance in multiple subject areas. Additionally, the position will be responsible for preparation of reports and presentations regarding the outcome of individual initiatives developed by multiple department members that are intended to increase the efficiency and effectiveness of the department. Refer to the job description for further information.

**Requirement**

Applicants must be a full-time college student, with sophomore or junior standing, earning a degree in Public Administration, Business administration, Fire Science, or similar field. Applicants must have strong customer service skills in order to interact with employees at all levels of the organization. Excellent oral and written communication skills, strong computer proficiency, and the ability to maintain confidentiality are also required.

**Salary**

This position pays \$10.25/hr.

**Please apply on line at [www.stcharlesil.gov/jobs](http://www.stcharlesil.gov/jobs).** Thoroughly complete the employment application, including salary history. Resumes should be attached in the on-line application. Any additional documents can be sent to [hr@stcharlesil.gov](mailto:hr@stcharlesil.gov). If you are unable to apply online, or for other assistance, please contact 630-377-4446.

The City of St. Charles is an Equal Opportunity Employer.