



Meeting Date:	June 15, 2026
Submitter:	Ashley Monroe, Assistant City Administrator/HR
Department:	Administration / Human Resources
Agenda Item:	A Resolution Approving the Job Description for the Position Of Administrative Intern and Authorizing the Selection, and Hiring of a Part-Time Administrative Intern at an Hourly Rate Not To Exceed \$21.00

Summary: At the June 8, 2026 Work Session, staff presented the opportunity to partner with Northern Illinois University's Master of Public Administration (MPA) program to hire a part-time administrative intern.

The NIU MPA internship program has a strong reputation for providing highly qualified candidates who bring relevant educational experience and are expected to meet rigorous performance standards established by the University. Graduate internships are commonly run for two years, while the student completes their graduate work. NIU requires a commitment of at least one year. This is truly an opportunity to amplify work already underway and planned by our departments, in partnership with a high-caliber student, motivated to learn and contribute to their host community.

Internship Details

NIU coordinates annual interviews for municipalities seeking graduate-level interns. A position description and scope of work have been submitted to NIU to allow Crest Hill a chance to participate. Candidate interviews are expected to be in late June.

If permitted to participate in the program, the City will benefit from cost-effective support for implementation of the new website, community engagement initiatives, and assistance with events, projects, and programs. The scope of work (Job Description) is attached for reference.

Potential Projects and Responsibilities

As recommended during the recent Work Session, frequent progress reports on Intern duties and projects will be provided to Council at regular intervals. Specific projects identified for initial assignments could likely include:

- Initial introductions and overview of City operations and personnel.
- Supplementing department activities, including but not limited to building permit support and data analysis, research compilation on council-directed initiatives, marketing and graphic development for economic development, records retention and file management support for Police, Clerk, and Human Resources.

City Council Work Session

June 23, 2025

City-Wide Text Amendments

- Training on A/V equipment to support improvements to broadcast systems for City meetings and providing onsite A/V management for streamed meetings, without the need to contract this or provide comp time for other current staff.
- Assisting with drafting print and digital content, press releases, other community communications materials that build on direction in our newly adopted Brand Standards + Guide, as well as support revisions enhancing the user experience on our newly updated website platform.
- Attending various City Council regular and work session meetings, and/or other community meetings.
- Supporting contractual bargaining activities by supplementing note taking and assisting with research.
- Coordination of inter-departmental projects and opportunities to further develop internal and external communications regarding City operations, activities, and progress on priorities.
- Assisting Administration with employee compensation study.
- Providing additional staff support for City-sponsored events, including planning, setup and help the day of the event.

Fiscal Impact: During the FY26 budget process, approximately \$20,000 was budgeted for this purpose. No permanent employee benefits or pension benefits will be provided. Based on an hourly rate of \$18-21, a schedule of no more than 20-24 hours weekly, and the position being filled for approximately nine remaining months of the fiscal year, we will not exceed the planned budget.

Recommended Council Action: A Resolution Approving the Job Description for the Position Of Administrative Intern and Authorizing the Selection, and Hiring of a Part-Time Administrative Intern at an Hourly Rate Not To Exceed \$21.00.

Attachments:

Resolution

Intern Job Description/Scope of Work