



Meeting Date: July 6, 2026

Submitter: Ashley Monroe, Assistant City Administrator/HR Administration /

Department: Human Resources

Agenda Item: A Resolution Authorizing the Selection and Hiring of Administrative Intern Kishae White at an Hourly Rate Not To Exceed \$20.00.

Summary: At the June 15, 2026 City Council meeting, Resolution 1430 permitted the City Administrator to proceed with the interview and hire of an Administrative Intern through Northern Illinois University's Master of Public Administration (MPA) program. This part-time, hourly position would provide project and operations support for all City Departments, over the span of a minimum of one year.

In order to participate, the City registered with NIU and posted our internship scope of work. We received notice that nine students were interested in working with the City of Crest Hill. The City selected its top five candidates and were scheduled to interview 4 of 5 of those selected by staff. On June 25, 2026, Ashley attended the recruitment interview process for select graduate students, at NIU in DeKalb, Illinois and interviewed four graduate students. Based on the interviews and considering the potential use for operational support, staff has selected a desired candidate. Although Council authorized a rate up to \$21, the hourly rate for the intern is proposed as \$20.00 per hour.

The intern mutually matched to the City is from the Crest Hill area and progressed quickly through her higher education, graduating college a year early, getting a paralegal certification, and an acceptance to law school. Through her recent internship with an attorney serving the Chicago area, they explored work in public service, leading her to the NIU MPA program. Kishae's work in retail, legal, volunteerism, and her interview responses demonstrate a level of responsibility, community-mindedness, and pragmatism that would benefit our operations in this part-time position.

Fiscal Impact: During the FY26 budget process, approximately \$20,000 was approved for this purpose. No permanent employee benefits or pension benefits will be provided. Based on an hourly rate of \$20, 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 Authorizing the Selection and Hiring of Administrative Intern Kishae White at an Hourly Rate Not To Exceed \$20.00.

Attachments:
Resolution