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<b>Meeting Date:</b>	June 8, 2026
<b>Submitter:</b>	Ashley Monroe, Assistant City Administrator/HR
<b>Department:</b>	Administration / Human Resources
<b>Agenda Item:</b>	Hiring an Intern

**Summary:** During the FY26 budget process, the City included funding for a part-time Administrative Intern position. Staff has in the past partnered with Northern Illinois University's Master of Public Administration (MPA) program and reached out to the program coordinator this spring about their next internship interview process. 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 in place for two years, while the student completes their graduate work. This extended time gives the community reliable, dedicated support to operations as the student is exposed to real-world experience in local government.

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 reviews are expected to begin in early June.

If selected to participate in the program, the City will benefit from additional support for implementation of the new website, community engagement initiatives, and assistance with City events, projects, and programs. The scope of work submitted to NIU is also attached for reference.

**Recommended Council Action:** Approve Administrative Intern job description and range of hourly pay.

**Attachments:**

Intern Job Description/Scope of Work