

City of Jonesboro Internship Program

Department Intern Request Form | Summer & Fall 2025

Submission Deadline:

Please complete and return this form to Councilman Alfred Dixon at adixon@jonesboroga.gov no later than:

- June 10, 2025 for Summer interns
- August 1, 2025 for Fall interns

Department Information

Department Name:

Primary Contact Person:

Phone Number:

Email Address:

Internship Details

Requested Internship Session (check one or both):

☐ Summer 2025 (June 10 - August 5)

☐ Fall 2025 (August 19 - December 2)

Preferred Weekly Schedule (Days/Times):

Location of Internship (in-person/remote/hybrid):

Project Overview

Please briefly describe the project(s) or tasks your intern will assist with:

What skills, knowledge, or background would be helpful for this intern to have?

Will this intern require any specific tools, technology, or access to systems?

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☐ Yes ☐ No

If yes, please describe:

Learning Objectives & Supervision

What will the intern learn or gain from this experience?

Who will serve as the intern's day-to-day supervisor?

Title:

Email:

Additional Notes or Comments

Thank you for your commitment to mentoring and developing the next generation of civic leaders!

For questions, contact Councilman Alfred Dixon at adixon@jonesboroga.gov or 470-654-6965.