



## LEHI CITY POSITION OPENING Planning Intern

**CLOSING DATE:** October 15, 2015, 5:00 PM

**COMPENSATION:** \$12.00/hour

**STATUS:** Part-time, non-benefited

**DEPARTMENT:** Planning Division, Community Development Department

**JOB SUMMARY:** Lehi City Planning Division is currently seeking applicants for a paid internship position. Interns will have an opportunity to gain planning experience, build professional skills, and network with urban planning, real estate development, and design professionals. The internship position is open to undergraduate and graduate students who are currently working on an urban planning degree. Duration of the internship would be until approximately April of 2016. The minimum time commitment is 15-20 hours per week.

**ESSENTIAL FUNCTIONS:** Provides support to the Planning Division Staff; assists in collecting and preparing data and research; assists in drafting zoning regulations; prepares planning reports; assists at community meetings; conducts basic office functions as needed such as data entry, file management and customer service.

**MINIMUM REQUIREMENTS:** Graduation from high school and currently enrolled in a degree program of Urban Planning; basic understanding of planning principles; competency in various computer software programs, such as Microsoft Office and internet applications (knowledge of GIS is a plus but not required); strong research and analytical skills; motivated self-starter able to work independently with little direction; work effectively in a team environment; flexibility and desire to work on varying planning projects; communicate effectively, verbally and in writing; considerable knowledge of theories, principles and objectives of planning operations; establish and maintain effective working relationships with City employees, other agencies, and the public.

**TO APPLY:** Candidates need to complete and submit [Lehi City Employment Application](#), most recent college transcripts, letter of recommendation from either a professor or supervisor, letter of interest (detailing academic major, area of interest, goals, strengths and weaknesses, etc.), and writing sample of a project submitted for school. Submit application packet to [apply@lehi-ut.gov](mailto:apply@lehi-ut.gov) or Lehi City Human Resources at 153 N 100 E, Lehi, UT 84043

**NOTE:** Lehi City will provide reasonable accommodations for any applicant during the selection process. If you have special needs, please call 385-201-2265. Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.