

The Bond/WAPMM Local Government Internship Program

Placement Site Application

Project Overview:

The Bond/WAPMM Local Government Internship Program is a partnership between the Western Association of Pennsylvania Municipal Management (WAPMM) and the Graduate School of Public and International Affairs (GSPIA), University of Pittsburgh. It is funded by an endowment through the University of Pittsburgh established by former Municipal Manager and GSPIA Alumnus, Marshall W. Bond. Therefore, it is available at no financial cost to the successful municipal applicant, although municipalities are encouraged to supplement the endowment stipend.

The primary benefit to the applying Municipality is that it acquires a dedicated and highly educated person to perform the requirements of a project to benefit the Municipality. The primary benefit to the intern is that they have the opportunity to experience and work with local government administration professionals and "test drive" a career in local government administration. The opportunity for real world learning for the student intern is coupled with completion of a project that is of significance to the successful Municipal applicant. Many WAPMM members started their careers as interns, and this program is designed to carry that opportunity forward to the next generation of local government administrators.

Municipal Information:

Municipality: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Intern Supervisor: _____

Department: _____

Project Scope: Please describe in detail the specific work the intern would be completing during the course of their placement. Please include tasks to be completed, the departments with which they would work, and who the intern would report to daily.

Availability:

Please indicate the dates and times you are available to host an intern:

Start Date: _____ End Date: _____

Days of the Week Available: _____

Hours Available: _____

Application Questions – Please provide your answers typed on a separate sheet of paper attached to this application. Each response is limited to 300 words or less:

1. Why are you interested in participating in the Marshall Bond Local Government Internship Program?
2. What skills will an intern gain through a placement in your municipality?
3. In addition to the internship stipend of \$4,250 per term provided by the Bond endowment, would your municipality be able to offer additional compensation to the intern? If so, how much?
4. Is there anything else you would like for the WAPMM Board to consider when evaluating your application?

By signing below, I certify that all the information provided in this application is true and complete to the best of my knowledge. I understand that any false statements may result in disqualification from the Local Government Internship Program.

Signature: _____ Date: _____

A site will be selected by the WAPMM Board, and consideration will be given to applications that offer the intern a wide range of opportunities to partake in the administration of local government. Projects should be specific in nature and represent the type of work typical to careers in local government management. The application will be evaluated based on:

- Completeness of application.
- Quality of experience provided to intern to experience a comprehensive look at local government management
- Ability of placement site to properly manage and assist the intern
- If your project is selected, you will have the opportunity to interview and select, in order of merit, the intern from a list of candidates supplied by the Graduate School of Public and International Affairs (GSPIA), University of Pittsburgh.

Applications are due by February 29, 2024 and call be emailed to jbastianini@twp.marshall.pa.us