



# VILLAGE OF SCHAUMBURG

PROGRESS THROUGH THOUGHTFUL PLANNING

## Engineering & Public Works Facilities Division Intern – Unpaid

The Village of Schaumburg is a thriving community of 78,723 residents located 11 miles west of O'Hare International Airport and approximately 26 miles northwest of Chicago. Not only is Schaumburg the twelfth-largest community in the State of Illinois, but it is also home to the second-largest concentration of retail, office, and commercial activity. Notable village distinctions include being rated as an excellent or good place to live by 95% of respondents in the National Community Survey; having multiple highly awarded and accredited departments; and being recognized as a Better Business Town by The Better Business Bureau of Chicago and Northern Illinois.

The village employs approximately 600 employees in 12 departments, including police, fire, engineering and public works, communications, community development, cultural services, economic development, finance, general government, human resources, information technology, and transportation. Our employees work to serve the residents and strive to make Schaumburg the best community it can be.

### Internship Goals:

- Provide an experiential learning opportunity in facilities management and construction with a focus on maintenance projects and new construction.
- Provide insight into working in the public sector.
- Provide information on how to maintain and upgrade current facilities and introduce the process of designing and building new buildings.

### Internship Schedule:

- Flexible days and times based on the student's schedule, Monday through Wednesday during the hours of 8:00 am – 5:00 pm and Thursday 1:00 pm – 5:00 pm. No Fridays.
- Willing to coordinate with school for class credit.

### Essential Internship Functions:

- Learn and participate in the process of identifying construction projects in existing buildings.
- Learn about municipal budgeting and the approval process to authorize work.
- Participate in preconstruction and construction meetings.
- Learn proper documentation techniques for project status and completion.

### Requirements:

- Currently enrolled in a construction management, college of design, or similar degree program.
- Interest in pursuing a career in design, project management, or facilities management.
- Minimum 18 years of age.
- Criminal background checks must be completed with satisfactory results.

**If you are interested in submitting an application for this unpaid HR Internship position, please click on [Volunteer Application](#) or go to our website under How Do I > Volunteer.**