



City of
CERES Together We Achieve



UNDERGRADUATE STUDENT INTERN(S) UNPAID *Excellent Opportunity to Gain on the Job Experience!*

This is your opportunity to intern with the City of Ceres! We are looking for creative and flexible individuals who are seeking to gain knowledge, skills, and experience in the public sector. This opportunity is exciting and fast-paced. City internships offer a diverse array of short-term, non-continuous project assignments ranging from basic clerical projects, mid-level administrative tasks, and/or more complex research assignments based upon grade level, school requirements, student needs, and departmental project descriptions.

Responsibilities may include:

- Combination of research assignments on various HR initiatives including Wellness, Diversity & Inclusion, Marketing and Staff Development.
- Combination of research assignments on various City Clerk initiatives.
- Conducting and compiling research in the form of a report to provide recommendations for implementation.

Minimum Qualifications:

Applicants must be:

- 1) enrolled in an academic or vocational curriculum at a college or university, or
- 2) within one year of having graduated, or
- 3) a participant in a supervised program to meet licensure requirements of the State of California.

Additional minimum qualifications may apply depending upon the internship

Student intern positions are distinguished from all other regular City classifications in that they are unpaid, considered at-will, short-term and non-continuous. City internships augment and support, rather than replace, duties of regular employees.

Currently Recruiting for the Following Departments:

- Human Resources**
- City Clerk**

Applicants must submit a completed online City job application and supplemental questions by the filing deadline. To apply and view [complete job and benefits information](https://www.calopps.org/city-of-ceres), please visit <https://www.calopps.org/city-of-ceres>. AA/EOE. The

City of Ceres is an equal opportunity employer and prohibits harassment and discrimination in employment (EEO). If you have questions or need special accommodations with the recruitment process, in advance please contact: Shirley Ventura at (209) 538-5747.