

Position Title: Fall Student Intern – Commissioners’ Office

Department/Office: Commissioners’ Office

Location: 5334 S Prince St., Littleton, CO

Position Type: Part-Time, Temporary (Internship)

Salary: \$19/hr.

Reports To: Management Analyst III

Time Commitment: 10-12 weeks, may be adjusted based on need

Position Overview:

The Arapahoe County Commissioners’ Office is seeking a motivated and civic-minded undergraduate or graduate student to support special projects within the County. This position provides a unique opportunity to gain firsthand experience in local government, public policy, and community engagement. Interns will work directly with staff on a range of administrative, research, and outreach projects. This will provide an opportunity to learn more about county functions and engage with work in the community.

Duties:

- Conduct research and/or analysis on specific projects or priorities, as assigned.
 - Examples of special projects: affordable housing research and community outreach, strategic plan data review, grant opportunities, community grant research
- Draft briefing memo on assigned project that outlines findings and/or outcomes.
- Attend public meetings, community events, and internal briefings as appropriate and available during tenure.
 - Examples: BOCC business meetings or study sessions, budget presentations, department briefings, etc.
- Organize and maintain any research, records, and databases.
- Deepen understanding of County functions and responsibilities.
- Present findings to relevant staff in formal presentation.

Qualifications:

- Must be currently enrolled in an accredited college or university, preferably studying political science, public administration, communications, or a related field.
- Strong written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Ability to work independently and as part of a team in a professional environment.
- Interest in government, community service, and public affairs.

Additional Information:

- Interns may be required to pass a background check.
- Hours are flexible but typically range from 10 to 20 hours per week.
- Internship may be eligible for college credit depending on school requirements.

Potential Cost:

- Salary - \$19/hr
- Total Range - \$1,900-\$4,500 (approx. \$3,000)

Timeline: 10-12 weeks

- Week 1-2: Onboarding and introduction to project
 - Orientation meeting
 - Project overview
 - Draft project charter/proposal
- Week 3: County Government 101
 - Overview of Arapahoe County and introduction to Commissioners' Office
 - Topic/project review
- Week 4-6: Research
 - Conduct research
 - Engage with staff as needed
- Week 7-9: Analysis
 - Review research and conduct follow-up
- Week 10-12: Drafting & Presentation
 - Draft memo
 - Create presentation
 - Present findings