



## **City of Houston Pathways Internship Application**

Thank you for your interest in applying for an Internship with the City of Houston. The Pathways Internship program is designed to provide students with an excellent opportunity to explore career possibilities and gain experience in their chosen field of study. The internship is unpaid, and positions vary from 8 hours to 40 hours per week, as agreed by the departments, Intern and college/university (if applicable).

- Applicants must be enrolled in or be a recent graduate of an educational program, preferably college or university.
- Applicants must complete an application.
- Commitment to work on a project that is closely related to course work or course of study.
- Commitment to a minimum of 8 hours a week per semester.

### **Selection Process**

Candidates who meet the minimum qualifications may be referred to the department(s) with an internship opportunity according to the candidate's area of interest as listed on the application. Please be prepared to bring a reference list and a writing sample, if requested, should you be invited to interview.

You will be notified via email; so please check your email regularly.

If you have questions or need special accommodations, please call 832.393-6148 or email us at [pathwaysinternship@houstontx.gov](mailto:pathwaysinternship@houstontx.gov)

## Contact Information

If your application is selected, someone will contact you at the number or email address you enter below. Please make sure that all information is correct.

Name\*

Email\*

Tell us where you will be living or where you will be staying most frequently.

Address\*                      Street Name\*                      Street Type                      Unit#

City\*                      State\*                      Zip Code\*

Phone\*

Primary Phone Number\*

Is this a cell phone?\*

Can we send you text messages?

\* Alternate Phone Number

## Education

Please complete the following questions about your educational background. Educational status does not impact employment.

Current educational status\*

Current grade

Is your current post secondary institution in the City of Houston?\*

Name of institution

What is your college major?

Degree/Certificate Program

When is your expected graduation date?

Semester desired for this internship?\*

Will you receive school credit for this internship?\*

Total hours needed for credit

## **Your Skills**

Please provide an assessment of your skills.

Skills\*

Certificates and Licenses\*

## **Additional Information**

How did you hear about the Pathways Internship Program?\*

What are your career goals?\*

What are your expectations/objectives for this internship?\*

## **Availability**

Let us know your schedule.

Which days are you available to work?\*

M    Tu    W    Th    F

## Interests

To best match you with Pathways opportunities, please choose your interests below.

Areas of Interest. Please select up to two...

Business	Transportation
Finance/Accounting	Warehouse/Logistics
Community Engagement	Recreation & Wellness
Communications	
Public Relations	
Customer Service	
Engineering /Science	
Healthcare	
Information Technology	

## Opportunities

If your application is selected for a Pathways Internship, we want to match you to a position based on your interests. Please choose some opportunities that interest you!

Please choose up to 2 internship opportunities you are interested in.\*

Administration and Regulatory Affairs

*Administrative Aide*

Park Houston

2020 McKinney, 77003

Assist with meeting, filing both computerized and manually, restructure of inventory, special projects that require Excel and Word.

Houston Emergency Center

*Administrative Aide*

Houston Emergency Center

5320 N. Shepherd Dr., 77091

General administrative duties including files, paperwork, data entry, word processing, telephones.

Houston Emergency Center

*Emergency Management Intern*

Houston Emergency Center

5320 N. Shepherd Dr., 77091

Assist Office of Emergency Management (OEM) staff with Mass Care & Sheltering, Training & Exercise, EOC Data Management, Emergency Response Planning, Mitigation Planning and Emergency Public Information. Under OEM staff supervision, assist with emergency response. Assist with research and special projects. Attend and coordinate public outreach activities, including speaking engagements. Assist OEM staff with daily operations, including clerical duties. Prepare documents and reports. Attend required or recommended trainings.

Parks and Recreation

*Natural Resources Intern*

HPARD Headquarters

2999 S. Wayside Dr., 77023

Interns will assist Natural Resources Management Program staff with tasks that help manage natural resources under the Department. Work involves conservation, management, protection, preservation, and community outreach activities.

Parks and Recreation

*Nature Center/ Animal Care Intern*

Lake Houston Wilderness Park

25840 FM 1485, 77357

Interns will learn how to care for a variety of ambassador animals such as reptiles, amphibians, invertebrates and fish. Perform regular cleaning, feeding and other animal husbandry practices. Educate visitors about wildlife in the pinewoods eco-region. Help in other areas of the park when needed.

Parks and Recreation

*Recreation Programs Assistant*

HPARD Recreation & Wellness

6200 Wheeler Bldg. #3, 77023

Intern will work closely with Recreation Programs Staff to provide programs offered by Recreation Programs, which may include but is not limited to: After School Program (AEP), Summer monitoring program sites, etc.

## Opportunities Cont'd

Public Works and Engineering

*Communications Intern*

Houston Permitting Center

1002 Washington Ave, Houston, TX 77002

Assist with creating visuals for social media and website, creating educational displays, flyers or presentations, videos, and more.

Public Works and Engineering

*Business or Data Science Intern*

Houston Permitting Center

1002 Washington Ave, Houston, TX 77002

Help analyze data trends relating to customers service and KPIs.

Public Works and Engineering

*Education Intern*

Houston Permitting Center

1002 Washington Ave, Houston, TX 77002

Help design STEM programs and adult education programs relating to construction design, sustainability, engineering, and flood prevention.

Public Works and Engineering

*Engineering Intern*

Houston Permitting Center

1002 Washington Ave, Houston, TX 77002

Assist in the development of design criteria, research, and process improvement.

Public Works and Engineering

*Engineering Intern*

Houston Permitting Center

1002 Washington Ave, Houston, TX 77002

Assist in traffic review, research, and process improvement.

Public Works and Engineering

*Government Relations Intern*

Bob Lanier Public Works Building

611 Walker St. 18th Floor 77002

This role will assist in managing requests for service and information from Elected Officials, government agencies and public; support Request for Council Action (RCA) process of bringing forward HPW RCAs for City Council vote; assist with the City Council Meetings, and other related special projects.

Public Works and Engineering

*Engineering Intern*

Bob Lanier Public Works Building

611 Walker St. 18th Floor 77002

Houston Water Planning - Infrastructure Planning (Water)- Intern Job Description:

Help to create and manage database. Create "water" data catalog with data source. Create final workflow chart from the draft workflow. Create multiple maps using model output data. Check Model Water Lines vs GIMS Water Lines. Review recorded drawings to validate missing lines in the model. Checking GIMS database for conforming any discrepancy among databases.

Public Works and Engineering

*Engineering Intern*

Bob Lanier Public Works Building

611 Walker St. 18th Floor 77002

Houston Water Planning – Wastewater Infrastructure Planning - Intern Job Description:

Small diameter capacity analysis for wastewater by using GIS and hydraulic analysis tools.

Public Works and Engineering

*Regulatory Compliance Intern*

Bob Lanier Public Works Building

611 Walker St. 18th Floor 77002

Regulatory Compliance Intern Job Description:

Drinking Water Cross Connection Control Program, assisting with identifying facilities that have the potential to require back-flow prevention and coordinating compliance documentation. Wastewater Pretreatment Program, assisting with tracking compliance from dental offices with the EPA Dental Amalgam Rule, as well as identifying facilities that have the potential to require permitting under the Industrial Wastewater Program. Drinking Water Regulatory Compliance, assisting with review and organization of regulatory compliance documentation to understand drinking water regulations and create a filing system for our existing compliance documentation, among other related tasks.

## Opportunities Cont'd

Public Works and Engineering

*Engineering Intern*

Bob Lanier Public Works Building

611 Walker St. 21st Floor Houston TX 77002

Houston Water Planning – GIS Services - Intern Job Description:

Help with basic GIS services, Cartography, Data entry, Application testing, editing and field verification.

Public Works and Engineering

*IT Intern*

Bob Lanier Public Works Building

611 Walker St. Houston, TX 77002

Provide technical support in computer programming and system design, analysis and maintenance. Codes, tests, implements and troubleshoots applications software.

Public Works and Engineering

*IT Intern*

Bob Lanier Public Works Building

611 Walker St. Houston, TX 77002

Web Development - Provides pertinent information about the department's operations, services, locations and staff, summaries and statistics, pamphlets, photos and any other relevant information to general public. Checks department website daily to verify accessibility and accuracy of information.

Public Works and Engineering

*Communications Intern*

Bob Lanier Public Works Building

611 Walker St. Houston, TX 77002

Perform administrative duties related to public engagement and customer service.

Assist in internal and external customer service. Interacting with project managers, engineers and council members via email, phone and TEAMS application helping to address questions and concerns. Students will learn various applications:

Microsoft Teams, Microsoft Office: Word, Excel, PowerPoint, CIPMS, GIMS, iCAT, & Lagan.

Students will also learn to work with graphs, charts and other forms of data illustration.

Public Works and Engineering

*GIS Analyst Intern*

Bob Lanier Public Works Building

611 Walker St. Houston, TX 77002

Produce maps, reports and analyses to support users of (GIS). Research and evaluate source data. Utilizing ArcGIS Desktop, ArcGISPro and minimal ArcGIS Online.

## **Applicant Agreement**

Do you agree to the following?\*

I personally verify that all of the information on my application is complete and accurate to the best of my knowledge. I understand that it is my responsibility to submit a complete application to the Pathways College Internship program and follow all of the appropriate deadlines and requirements of the program. An incomplete, inaccurate, or late application may result in my ineligibility. I have read the application and information and accept all of the terms and conditions.

Yes, I agree.

If you agree, please provide us with your electronic signature below by typing your full legal name below.\*

## **Optional Demographics**

In order to facilitate our record-keeping processes, please complete the information below. This information will not be part of your application, nor will it be used in the selection process. Thanks for your assistance!

Gender

Hispanic

Hispanic

Latino/Non- Hispanic

Ethnicity

African American Asian

American Caucasian/

White/ Anglo

Hispanic/Latino

Native American

2 or more races

Other

I prefer not to answer

If applicable, please upload your resume below.