Loudoun recruits recent MPA/MPP graduates for a 1-year term in County government. The interns rotate between departments, working on specific projects and usually spend one quarter in each rotation. One intern is always used to assist with General Assembly work from January to March. The interns bring the latest in academic knowledge and skills to meet specific needs within the County. Loudoun tries to match the interns' skills and interests to the projects, which are proposed by departments in the spring, including the time frame (how many weeks), who will supervise, the project deliverables, and any specific systems access necessary to complete the project (financial, GIS, etc.).

The internship coincides with the County's fiscal year. Loudoun performs a national recruitment, and the goal is to use the program as leadership development for the County. Ideally, the interns will find regular, full-time employment with the County.

**Management Intern Program for FY’09**

**Compensation:**
- At Specialist II level - $39,802-43,782 hiring range
- Benefits include health, dental, life insurance; sick and annual leave, paid holidays

**Timetable:**
- Nov. 15 – post recruitment; send to schools, etc. (See ad attached)
- January 15 – application deadline (See attached application)
- February 15 – identify candidates for interview
- February 28 – schedule interviews with candidates
- March 6&7 – interviews
- March 20 – offer letters go out
- July 1 – Interns begin employment
Management Intern Recruitment Ad – FY 09

Management Intern Recruitment Number:
Department: Management & Financial Serv Reg/Temp: Temporary
Work Location: Leesburg, VA Full/Part-Time: Full-time
Hiring Range: $37,314 - $44,777 annually Eligible For: Partial Benefits
Maximum Sal: $58,247 annually Closing Date:
Hours Per Week: 37.5 Schedule: 8:30 a.m. to 5:00 p.m.

Job Description: Loudoun County's management internship program involves entry level research and analytical work involving the application of research techniques to the study of County government systems, policies and practices. Interns will serve as staff members in the Department of Management and Financial Services and receive their work assignments and direction from the Internship Program Supervisor and senior staff members. Interns are given meaningful work assignments regarding a wide variety of issues facing Loudoun County, one of the fastest growing counties in the United States. Interns will attend Board of Supervisors' and County Administration staff meetings, regional government organization meetings, and serve rotational assignments in the Office of the County Administrator and at least one line department.

Qualifications: Applicants must have completed the requirements for a Master's Degree in Public Administration, Business Administration or related field by July 1, 2008. Proof of degree will be required prior to starting employment.

Special Requirements: To obtain an application package, go to the Loudoun County Human Resources website at [http://www.loudoun.gov/Default.aspx?tabid=968](http://www.loudoun.gov/Default.aspx?tabid=968) and click on “Loudoun County Government Employment Opportunities”. Applications and attachments must be submitted using the online employment system. Applicants chosen for interview will be required to provide hard copies of all required information at the interview. Applicants with the most desirable qualifications will be invited to participate in a day-long program information session and interview the week of March 5-10, 2008. Internships will begin on July 1, 2008.

Post Conditional Offer Contingencies:

Dept Contact: Ari Sky Phone: 5925

Closing Date: 01/23/2008 Ad Job Code: S255
Loudoun County, Virginia
Management Internship Program

2008-2009 Application Package

All applicants must submit a completed Loudoun County employment application, at least two letters of reference, and college and graduate school transcripts. This can be done via Loudoun County’s online employment system, at www.loudoun.gov/hr/jobs.htm. In addition, applicants must complete the supplemental questionnaire and attach it to their application. Candidates selected for interview will be requested to bring original documents to the interview.

For further information about Loudoun County, applicants are encouraged to visit the County’s economic development website. This site contains a wealth of information about Loudoun’s history, businesses, residents and future trends. The Economic Development website can be found at http://www.loudounva.com.

Supplemental Questionnaire

Background Questions
1. Please provide a list of extracurricular activities in which you were involved before, during and/or after your academic experience. Include involvement in student associations, community-oriented activities, etc. Please indicate any offices held, as well.

2. Describe other activities in which you were involved, e.g. volunteer work, employment, caregiving, etc.

3. Please list any honors you have received by date. Include information regarding the organization that made the honor or award and the program’s criteria.

Situational Analysis
There have been many articles during the past year with potential relevance to Loudoun County government published in local newspapers. Please select three of these news topics that you feel will have enduring importance to the scope and direction of Loudoun County government during the next five years. Be specific in describing the impact of this issue on Loudoun County.

Your discussion should be provided on separate paper and should not exceed two pages.

GOOD LUCK!