



# VILLAGE OF SCHAUMBURG

PROGRESS THROUGH THOUGHTFUL PLANNING

## Human Resources Department

101 Schaumburg Court

Schaumburg, IL 60193

[www.schaumburg.com](http://www.schaumburg.com)

## COMMUNITY DEVELOPMENT – PERMIT SERVICES Intern - Unpaid

The Village of Schaumburg employs approximately 600 employees in a variety of departments within the organization, such as police, fire, public works, engineering, finance, human resources, cultural services, community development, information technology, and transportation. Our employees work to serve the residents and strive to make Schaumburg the best community it can be. Schaumburg is a thriving community of 75,936 residents located 12 miles west of O'Hare International Airport and approximately 26 miles northwest of the City of Chicago. The community is the base of the second largest concentration of retail, office and commercial activity in the state of Illinois and was recently named by Money Magazine as one of the Top 10 Best Places to Live!

### Internship Goals:

- Provide an experiential learning opportunity in the area of Permitting, Plan Reviews, and Building Inspections.
- Provide insight into working with residents, contractors, and other permittees in the public sector.
- Provide insight into working in the Community Development Department which includes various areas of Building Plan Review, Permitting, and Inspection services.
- Opportunity to shadow current ICC certified inspection staff.

### Internship Schedule:

- Flexible days and times based on student's schedule, Monday through Friday during the hours of 7:00a – 4:00p.
- Willing to coordinate with school for class credit.

### Essential Internship Functions:

- Gain an overview of the local ordinance amendment opportunities.
- Learn about ordinances relating to Zoning, Construction, and Permitting.
- Learn about documentation and notification requirements.
- Learn about how ordinances are created and approved in a municipal organization.

### Requirements:

- Currently enrolled in a Community Development, Planning, Architecture, Construction Management, or similar degree program.
- Interest in pursuing a career in design, building codes, or permit inspection services.
- Minimum 18 years of age.
- Criminal background check must be completed with satisfactory results.
- Ability to keep information confidential.
- Good communication and interpersonal skills both written and over the phone.



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- Computer proficiency in programs like Word, Excel, and Bluebeam.
- Ability to perform property research to gather background information for permit and construction purposes.
- Should be detail oriented, self-motivated, and possess superior organization and writing skills.

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

THE VILLAGE OF SCHAUMBURG IS AN EQUAL OPPORTUNITY EMPLOYER