City of Detroit
Mayor’s Summer Policy Associate Program
Summer 2018

Job Description

The Detroit Mayor’s Office is seeking graduate students for its annual Summer Policy Associate Program. Summer Policy Associates will report directly to Mayor Mike Duggan’s senior staff and work on pressing legal, legislative, policy, and program implementation issues.

Summer Policy Associates will be afforded a meaningful opportunity to learn about public service, policy-making, and the operations of local government by directly contributing to the executive branch of the City of Detroit. The range of issues on which Summer Policy Associates may be engaged includes, but is not limited to, public safety, education, economic development, urban planning, and community engagement.

Responsibilities

Key responsibilities of Summer Policy Associates will include:

- Researching and drafting memoranda on key policy issues
- Interacting with senior-level staff from various City departments, community members, and local and national experts in a variety of policy fields
- Preparing briefing materials for senior staff meetings, strategy-planning sessions, City Council hearings, and press conferences.

Timing and Compensation

The Program will begin on June 4th, 2018 and run through August 10th, 2018. Participants are expected to work for the duration of the summer. The Program will be unpaid; however, the Mayor’s Office can support students who wish to apply for public interest fellowships at their home schools.

Desired Qualifications

Policy Associates are graduate students who are interested in pursuing careers in law, public policy, or government. Graduate school students in relevant disciplines such as law (JD), public policy (MPP/MPA), urban planning, business (MBA), and quantitative fields are encouraged to apply.
Application Process

To apply, submit a resume, cover letter, and unofficial transcript by email to SummerAssociates@detroitmi.gov by February 4, 2018. If your first semester grades are not yet available, please indicate as much in the body of the email and send a transcript as soon as one is available.

In your cover letter, please mention:
- Why you are interested in working for the City of Detroit
- Your prior exposure to or interest in local government policy-making
- The skills you are most looking to use or develop over the summer
- Any particular subject-matter or policy area in which you are interested in working

Finalists will be contacted for interviews in February and final decisions will be made by early March.