



Southeast  
Service  
Cooperative

# Internship Program

## New Opportunity!

Southeast Service Cooperative is pleased to announce a new Internship Program for Member Cities and Counties in southeast Minnesota. Funding has been secured through a collaboration of the Minnesota Service Cooperatives, our statewide network of service cooperatives. The program allows for financial support, up to 50% of the intern wage (maximum of \$6/hour) at 40 hours/week for the duration of the internship within a semester. The program can place up to 18 internships in Region 10. Interns must be enrolled in a post-secondary higher educational institution and be considered full-time by that institution for the duration of the internship.

## Eligibility Requirements

Your agency must be a member of Southeast Service Cooperative. The program is only available for city and county local government agencies in Region 10. Program participation is available on a first come, first served basis and applications are accepted year-round. Agencies will be limited to one internship per year unless additional spots are available.

## Program Checklist

1. Complete the Intent to Participate and send to Katie Schmitt.
2. Post your internship position, interview, and select an intern.
3. Complete the Participation Agreement prior to the intern's start date. Review the requirements for the Internship Program including, enrollment status and the Reflection form with your intern.
4. Track intern hours.
5. Complete the Internship Program Report and submit with invoice for hours per reimbursement terms.
6. Remind intern to complete the Internship Program Reflection form and send to Southeast Service Cooperative.
7. Receive reimbursement from Southeast Service Cooperative.



## Program Contact:

**Katie Schmitt**

Development & Innovation Specialist  
kschmitt@ssc.coop  
507-281-6676



The Internship Program is a collaborative project of the  
Minnesota Service Cooperatives.

# Frequently Asked Questions

## Why is SSC providing an internship program for cities and counties?

Our goal is to support workforce recruitment and development in local government. We want to promote the career opportunities in our region to college students - especially in local government, where we expect workforce challenges including retirements and a lot of competition in the job market. Careers in local government are often overlooked by young students, but provide some of the best opportunities to contribute meaningful impact in communities. Additionally, we want to encourage civic engagement and better understanding of how cities and counties operate. This program reduces the financial challenges in hosting interns.

## Where can my agency find interns?

Contact career centers at local and regional colleges. You may also consider reaching out to department chairs for specific programs. Don't forget schools across the WI and IA borders. Post on social media. Tell your staff as they may know a good candidate.

Link: [Minnesota State Colleges and Universities \(MNSCU\)](#)

Link: [Minnesota Private Colleges](#)

Link: [University of Minnesota](#)

## What areas of study should we consider?

Students majoring in Public Administration and Political Science are good fits for the internship program. Other areas that would align well for local government interns are: Finance, Business, Economics, Accounting, International Relations, Health Sciences, Nursing, Psychology, Sociology, Social Work, Administrative Assistant degree programs, Criminal Justice, Marketing, and Art & Design.

## What are best practices in managing an intern?

- Get to know your intern. Develop rapport and understand what he/she is looking to gain as part of the internship experience. Consider your on-boarding process for interns.
- Help them draw connections for menial tasks. Talk with them about how they are contributing to the goals of the organization.
- To manage your time, schedule weekly meetings and prepare an agenda.
- Draft deadlines for projects and clearly outline expectations for projects, dress, behavior, and social media/cell phone use.
- Divide work into three levels: 1) short term project for first 1-2 weeks, 2) long term project, more complex, and 3) create a list of filler work.

Internship  
Program



Southeast  
Service  
Cooperative

210 Wood Lake Drive SE  
Rochester, MN 55904  
507-288-1282