



**City of Williston
Workforce Development
Student Internship
Program**



Overview:

The City of Williston Workforce Development Coordinator position was created in 2008 as part of Mayor Ward Koester's "Build Williston Initiative."

The mission is to address the community workforce crisis from a skilled and un-skilled perspective through marketing and analysis of three elements known as: Attraction, Expansion, and Retention.

By offering the following student internship program, the City of Williston is creating an investment in the future of its workforce.

Program Objective:

The focus of this internship program within Williston Economic Development and its workforce division is to provide qualified candidates with the following opportunities.

- The ability to acquire good work habits.
- Attitude development conducive to effective interpersonal relationships.
- Increased sense of responsibility.
- Developed employment records/references that will enhance employment opportunities.
- Gain an in-depth knowledge of the formal functional activities of the business.
- Introduction to a real world training environment while allowing the student an opportunity to work hand-in-hand with key leaders in the community.
- Enhanced level of graduate opportunities.

Training Details:

The internship program will consist of a (twelve week) time frame. The student intern will be required to dedicate at least 3 hours or more each week.

Each week the intern will train in all facets of the business.

The intern will be personally advised by the internship coordinator to assure a meaningful learning experience.

Progress Reporting:

At the beginning of the program, the intern will be provided with a detailed log. He/She will be required to make a weekly journal entry detailing their ongoing experience.

Interns will be evaluated by the coordinator on a weekly basis to address questions or concerns.

A final evaluation and report will be provided by the coordinator and shared with the student.

Compensation:

Internship compensation amount will be pre-determined at the discretion of the employer.

Qualification Requirements:

- Candidates must be a graduating senior or WSC student.
- They must complete the internship application form.
- Provide one letter of recommendation from either a teacher/instructor/business leader.
- Must be able to dedicate up to 3hrs each working week.
- Maintain a 3.0 GPA or higher average.

Contacts:

For further details or questions regarding and internship program at your business:

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