



## **City of Houston Pathways Internship and Work Study Program Application**

Thank you for your interest in applying for an Internship with the City of Houston. The Pathways Internship program is designed to provide students with an excellent opportunity to explore career possibilities and gain experience in their chosen field of study. With the exception of work study positions, most internships are unpaid, and positions vary from 8 hours to 40 hours perweek, as agreed by the departments, Intern and college/university (if applicable).

- Applicants must be enrolled in or be a recent graduate of an educational program, preferably college or university.
- Applicants must complete an application.
- Commitment to work on a project that is closely related to course work or course of study.
- Commitment to a minimum of 8 hours a week per semester.

### **Selection Process**

Candidates who meet the minimum qualifications may be referred for an interview, based on his/her area of interest as listed on the application. Please be prepared to bring a reference list and a writing sample, if requested, should you be invited to interview.

You will be notified via email; so please check your email regularly.

If you have questions or need special accommodations, please call 832.393-6044 or email us at [pathwaysinternship@houstontx.gov](mailto:pathwaysinternship@houstontx.gov).

## Contact Information

If your application is selected, someone will contact you at the number or email address you enter below. Please make sure that all information is correct.

Last Name \* \_\_\_\_\_ First Name \* \_\_\_\_\_

Email \* \_\_\_\_\_

Address \* \_\_\_\_\_ City \* \_\_\_\_\_

State \* \_\_\_\_\_ Zip \* \_\_\_\_\_

Primary Phone Number \* \_\_\_\_\_

Is this a cell? \*  Yes  No

Can we send you text messages? \*  Yes  No

Alternate Phone Number \* \_\_\_\_\_

## Education

Please complete the following questions about your educational background. Work Study students must be approved by their institution's Work Study program.

Current education status \*

- 4 Year university or college  
 2 Year university or college  
 community college  
 Other

Are you an approved work study student?

- Yes  
 No

Is your current post-secondary institution in the City of Houston?

- Yes  
 No

Name of institution \_\_\_\_\_

What is your college major? \_\_\_\_\_

Degree/Certificate Program \_\_\_\_\_

When is your expected graduation date? \_\_\_\_\_

Semester desired for this internship. \*

- Spring Semester

Will you receive school credit for this internship? \*

Yes  
 No

Total hours needed for credit \_\_\_\_\_

## Your Skills

Please provide an assessment of your skills. \*

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Certificates and Licenses \*

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## Additional Information

How did you hear about the Pathways Internship and Work Study Program? \*

College or university       Word of mouth  
 Professor                       Website  
 Other

What are your career goals? \*

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What are your expectations/objectives for this internship or work study? \*

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## Availability

Which days are you available to work? \*

Monday    Tuesday    Wednesday    Thursday    Friday

Hours per week \_\_\_\_\_

## Interest

To best match you with Pathways or work study opportunities, please choose your interests below.

Areas of Interest. Please select up to two...

<input type="checkbox"/> Business	<input type="checkbox"/> Healthcare
<input type="checkbox"/> Community Engagement	<input type="checkbox"/> Information Technology
<input type="checkbox"/> Communications	<input type="checkbox"/> Public Relations
<input type="checkbox"/> Customer Service	<input type="checkbox"/> Recreation and Wellness
<input type="checkbox"/> Engineering / Science	<input type="checkbox"/> Transportation
<input type="checkbox"/> Finance/ Accounting	<input type="checkbox"/> Warehouse / Logistics
<input type="checkbox"/> Other _____	

## Opportunities

If your application is selected for a Pathways Internship or work study, we want to match you to a position based on your interests. Please choose some opportunities that interest you!

Please choose up to 2 internship opportunities you are interested in. \*

**Mayor's Office of Cultural Affairs**  
General Intern  
901 Bagby Street

The Mayor's Office of Cultural Affairs (MOCA) develops policies and initiatives that foster an environment in which art and culture flourish for the sharing and benefit of all residents and visitors. MOCA also administers the two primary investments the City makes in the arts – grants and civic art.

Opportunities with MOCA include:

- Contribute content for the over 680 works in the City's Civic Art Collection
- Create social media content for the MOCA platforms (Facebook, Instagram, Twitter and YouTube) to increase engagement and awareness of public art, Cultural Districts, and city funded activities, including infographs
- Build resources (like a guide) for music opportunities across the city
- Research and develop nominations for international and national Civic Art awards

Interns will work closely with the Director, exercise creative skills and complete a discrete project that will benefit the City and the creative economy.

**Mayor's Office of Education**  
General Intern  
901 Bagby Street

- Learns about area of career interest by observing and assisting professionals in their daily activities.
- Assists in the coordination, administration and/or monitoring of specific programs.
- Performs general administrative, analytical and operating activities associated with a specific program.
- Researches topics pertinent to specific area of study and work.
- Assists with special projects as assigned.

**Houston Police Department**  
General Intern  
Various Locations

- Provides office assistance to the department by assisting staff in routine clerical duties and responsibilities.
- Aids in answering phone calls, routing incoming calls, taking messages, greeting visitors, and directing visitors to appropriate staff member.
- Assists in file and records maintenance.
- Assists in the preparation and implementation of divisional project/program activities.
- Provides general information and/or training regarding project/program.
- Performs other related duties as assigned.

**Houston Public Works**  
General Intern  
Various Locations

- Learns about area of career interest by observing and assisting professionals in their daily activities.
- Assists in the coordination, administration and/or monitoring of specific programs.
- Performs general administrative, analytical and operating activities associated with a specific program.
- Researches topics pertinent to specific area of study and work.
- Assists with special projects as assigned.

**Applicant Agreement**

Do you agree to the following?\*

I personally verify that all of the information on my application is complete and accurate to the best of my knowledge. I understand that it is my responsibility to submit a complete application to the Pathways College Internship program and follow all of the appropriate deadlines and requirements of the program. An incomplete, inaccurate, or late application may result in my ineligibility. I have read the application and information and accept all of the terms and conditions.

Yes, I agree.

If you agree, please provide us with your electronic signature below by typing your full legal name below.\*

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**Optional Demographics**

In order to facilitate our record-keeping processes, please complete the information below. This information will not be part of your application, nor will it be used in the selection process. Thanks for your assistance!

Gender

Male

Female

Other

Ethnicity Categories

Hispanic or Latino

Not Hispanic or Latino

Ethnicity

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

2 or more races

Other

I prefer not to answer

If applicable, please upload your resume below.