Accepting applications for:

**Hourly Housing Authority Student Intern**
Iowa City Housing Authority
Neighborhood & Development Services Department

**Application deadline: Friday, August 19, 2022**
Visit www.icgov.org/jobs to apply online

Up to 10 hours per week beginning in September, up to 20 hours per week from May to August
Preferred hours between 11:00-2:00pm
Wage: $15.00 per hour

**Job Duration: September 2022 – August 2023**

The Iowa City Housing Authority works to improve quality of life for clients, acting as a community leader on affordable housing by providing information and education, housing assistance and public and private partnership opportunities.

**Job summary:**
Under immediate direction, assists with various tasks for the Public Housing, Housing Choice Voucher and Family Self-Sufficiency programs. Conducts income reviews for public housing tenants. Performs interim and annual rent calculations. Completes site visits and inspections for publicly-owned housing. Provides support for the Family Self-Sufficiency program including initial inquiries, walk-in traffic, and special projects. Assists with wait list inquiries, mailings, front desk support and file management. Interacts courteously with clientele to provide and receive information. Assists the Housing Authority staff as needed. Conducts self in a manner which promotes and supports diversity and inclusivity in the workplace and community. Performs all other related duties as assigned.

**Minimum qualifications:**
Candidates considered must be attending an educational institution accredited by a DOE recognized accreditation body. The ideal candidate will be actively participating in a degree program in social work, planning, public administration, social justice or communications. Ability to communicate both written and orally to internal staff and the public required. General understanding of Microsoft Office programs including Excel, PowerPoint and Word required. Flexibility in day to day responsibilities. Valid driver’s license with satisfactory driving record required. Must be 18 years of age per Iowa Code Chapter 92.8. Must pass criminal background check.

**It is the policy of the City of Iowa City to afford equal employment opportunities for all employees and potential City employees.**

*Date posted: July 28, 2022*