



<https://www.internshipstor.online/job/city-of-round-rock-internship/>

City Of Round Rock Internship Employments Hiring 2025 | New Opening

Description

The City of Round Rock is seeking motivated and talented individuals for internship positions across various departments. This program provides students and recent graduates with hands-on experience, professional development opportunities, and insight into public sector careers. Interns will work closely with city staff to contribute to meaningful projects that impact the community.

Responsibilities

- Assist in daily departmental operations and projects.
- Conduct research, analyze data, and prepare reports.
- Support city programs, initiatives, and community engagement efforts.
- Attend meetings and collaborate with city employees and stakeholders.
- Perform administrative tasks as needed.
- Participate in professional development and networking opportunities.

Qualifications

- Must be currently enrolled in or have recently graduated from an accredited college or university.
- Pursuing a degree in Public Administration, Business, Engineering, Communications, Environmental Science, or a related field (varies by department).
- Must be authorized to work in the United States.

Experience

- Previous internship or volunteer experience is preferred but not required.
- Experience in research, customer service, or administrative support is a plus.

Skills

- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Problem-solving and critical-thinking abilities.
- Organizational and time-management skills.
- Adaptability and willingness to learn new skills.

Job Benefits

- Hands-on experience in local government operations.
- Networking opportunities with city officials and professionals.
- Potential for academic credit (subject to university approval).
- Competitive stipend or hourly wage (if applicable).
- Flexible work schedule to accommodate academic commitments.

Hiring organization

City Of Round Rock Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Round Rock, Texas, United States,
78664,, Round Rock, , Texas,,
United States,

Working Hours

8

Base Salary

10

Date posted

July 29, 2025

Valid through

10.02.2026

How To Apply

Interested candidates should submit the following:

- A completed online application form.
- A current resume.
- A cover letter outlining their interest in the internship and relevant skills.
- Any additional documents requested by the specific department.

[Job Vacancies Portal Here:](#)