

Robert B. & Helen S.  
**Meyner Center**  
 for the Study of State & Local Government

## Local Government Internship Program - Summer 2025

### Launch Your Career in Public Service This Summer!

Ready to apply your classroom knowledge to real-world challenges? The Meyner Center's Local Government Internship Program offers Lafayette students exclusive access to hands-on experiences in municipal government that will set your resume apart.

Work alongside local government professionals, lead meaningful projects with tangible outcomes, and build a professional network while earning competitive pay. These internships provide the perfect opportunity to explore careers in public service, policy, sustainability, economic development, and more – all while making a direct impact on Pennsylvania communities.

### 2025 Summer Internship Opportunities

Municipality	Position Title	Location	Pay Rate
City of Allentown*	Zoning Ordinance Implementation Assistant	Lehigh County	\$17.00/hour
Chestnuthill Township*	Parks & Recreation Intern	Monroe County	\$15.00/hour
City of Easton*	DCED Commercial Vacancy Analyst	Northampton County	\$15.00/hour
Malvern Borough	Municipal Policy Analyst	Chester County	\$20.00/hour
Media Borough	Sustainability Intern	Delaware County	\$17.00/hour
North Wales Borough	Summer Intern	Montgomery County	\$16.00-\$18.00/hour
Plainfield Township*	Municipal Management Support Intern	Northampton County	\$18.00/hour
Salisbury Township*	Municipal Records Analyst	Lehigh County	\$18.00/hour

## Engineering Opportunity

Organization	Position Title	Location	Pay Rate
Keystone Consulting Engineers*	Engineering Technician	Lehigh Valley	\$16.00/hour

\*Eligible for the Gateway Career Center 2025 Summer Funding Stipend Program

## APPLICATION PROCESS

All applications should be submitted directly to Nicole Beckett ([beckettn@lafayette.edu](mailto:beckettn@lafayette.edu)) by Friday, April 12th, 2025. Nicole serves as the coordinator between students and municipalities and will forward all completed applications to the appropriate municipal contacts.

### Required Application Materials:

- Resume
- Cover letter explaining your interest in the position

Students are strongly encouraged to research the municipality/organization before applying to tailor their application materials accordingly.

## IMPORTANT INFORMATION

**Academic Credit:** Students can receive an academic credit for one course while being paid for an internship once in their Lafayette career. For complete details on academic credit options, please visit: <https://govlaw.lafayette.edu/program/internships/>

**Gateway Career Center 2025 Summer Funding Stipend Program:** Internships marked with an asterisk (\*) are eligible for the Gateway program, which includes potential funding and on-campus housing at no cost. For housing and funding opportunities, contact Alexis Leon, Assistant Director of Experiential Learning, at [leonal@lafayette.edu](mailto:leonal@lafayette.edu).

**Pre-Employment Procedures:** Applicants must comply with each municipality's pre-employment procedures, which may include background checks and/or drug screening according to local government policies.

For more information on the internships or questions on the process, contact Nicole Beckett, Associate Director for Public Service at [beckettn@lafayette.edu](mailto:beckettn@lafayette.edu)



## **Zoning Ordinance Implementation Assistant**

### **Community Profile**

The City of Allentown is Pennsylvania's third-largest city and a vibrant urban center in the Lehigh Valley with diverse neighborhoods and ongoing revitalization initiatives. The Bureau of Planning & Zoning plays a critical role in shaping the city's development, making it an excellent environment for students interested in urban planning, zoning policy, and community development.

### **Position Description**

The Zoning Ordinance Implementation Assistant will support the rollout of the city's new form-based code zoning ordinance. This position offers valuable hands-on experience in urban planning and policy implementation including:

- Developing educational materials to explain the new form-based code to the public
- Assisting zoning officers in learning how to apply and enforce the new ordinance
- Supporting community engagement efforts related to zoning changes
- Researching best practices in form-based code implementation
- Participating in public education and communication initiatives

### **Primary Deliverables**

1. Educational materials explaining the form-based code zoning ordinance
2. Training resources for zoning officers
3. Documentation of community feedback and implementation challenges
4. Final report with recommendations for ongoing ordinance implementation

### **Qualifications**

#### **Required Skills/Experience**

- Familiarity with Zoning and Architectural Concepts
- Ability to read policies and ordinances and learn information by reading
- Strong written and oral communication skills

## Preferred Skills

- English/Spanish Translation ability is a significant plus given the City's demographics

## Work Schedule and Duration

- 35 hours per week
- June 9 - August 9, 2025
- Hybrid schedule (4 days in-office/1 day remote)

## Compensation

- \$17 per hour

## Application Instructions

Submit by Friday, April 12th, 2025:

- Resume
- Cover letter explaining your interest in city government, urban planning, and zoning

Submit all materials to Nicole Beckett, Associate Director for Public Service ([beckettn@lafayette.edu](mailto:beckettn@lafayette.edu)). All applications will be forwarded to the appropriate municipal contacts for review. Students are strongly encouraged to research the municipality before applying to tailor their application materials accordingly.

## Important Notices

- This internship qualifies for the Lafayette College policy allowing students to receive one course academic credit while being paid for an internship (one-time benefit during academic career)
- This is a Lehigh Valley internship, eligible for Gateway Career Center sponsored on-campus housing at no cost (limited availability)
- Applicants must comply with the municipality's pre-employment procedures, which may include background checks and/or drug screening according to local government policies
- For more information, contact Nicole Beckett, Associate Director for Public Service at [beckettn@lafayette.edu](mailto:beckettn@lafayette.edu)

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BRODHEADSVILLE, PA 18322  
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## CHESTNUTHILL TOWNSHIP



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### Community Profile

Chestnuthill Township is a scenic municipality in Monroe County, Pennsylvania, known for its beautiful natural areas and community-focused recreation programs. The Parks & Recreation Department provides essential services that enhance quality of life for residents, creating an ideal setting for students interested in recreational program management and community engagement.

#### Overview:

Chestnuthill Township is seeking an intern for the Parks & Recreation Department to assist with program development, promotion, administration, and oversight. A key component of the internship will involve supporting the Township's **Summer Day Camp Program (June 23 – August 1)** in an administrative and support capacity, ensuring smooth operations and enhancing program effectiveness.

#### 1. Clear Deliverables:

The intern will be responsible for creating:

- A **program evaluation report** summarizing key insights, participation data, and recommendations for future improvements.
- A **marketing plan** for Parks & Recreation programs, including social media content, flyers, and other promotional materials.
- A **camp operations guide** outlining best practices, administrative processes, and logistical improvements.
- A **summary presentation** for Township officials detailing their contributions and findings from the internship.

#### 2. Appropriate Scope:

- The internship aligns with the **8-week timeframe**, allowing the intern to gain hands-on experience with **program administration, event planning, and evaluation.**
- The intern will support **pre-camp preparations**, including registration and logistics, and assist with the **day-to-day oversight** of camp operations.

- By the conclusion of the internship, the intern will have **documented recommendations** for improving Parks & Recreation programming.

### **3. Meaningful Impact:**

- The intern's **marketing efforts** will increase awareness and participation in community programs.
- Their **operational insights** will help refine the **day camp structure** for future years. • The **program evaluation report** will provide valuable data that can be used for decision making and future program enhancements.
- Their work will **directly contribute** to the municipality's ability to **offer high-quality recreational programs** to residents and the greater west end community.

### **4. Skill Development:**

- **Event Coordination & Program Management:** Planning and assisting with recreation events.
- **Marketing & Community Engagement:** Creating promotional materials and social media content.
- **Data Collection & Reporting:** Evaluating program effectiveness through feedback and participation data.
- **Administrative & Operational Skills:** Managing schedules, assisting with logistics, budgeting, and overseeing day camp operations.
- **Public Speaking & Communication:** Presenting findings and recommendations to municipal staff.

### **5. Cross-Department Exposure:**

- **Parks & Recreation Department:** Primary mentorship and oversight.
- **Administration:** Experience with budgeting, registrations, and municipal processes.
- **Public Works:** Coordination for facility maintenance and event setup.
- **Community Outreach:** Collaboration on marketing efforts and engagement with residents.
- **Township Supervisors & Officials:** Presenting internship findings and program improvement recommendations.

This internship offers **real-world municipal experience in parks and recreation management**, with a focus on **program development, administration, and strategic improvements**. It is a great opportunity for a student interested in **event planning, public administration, marketing, or recreation management**.

## **Work Schedule and Duration**

- 40s hour per week
- June 23 - August 1, 2025 (Summer Day Camp period)
- On-site at Chestnuthill Township facilities

## **Compensation**

- \$15.00 per hour

## **Application Instructions**

Submit by Friday, April 12th, 2025:

- Resume
- Cover letter explaining your interest in local government and parks and recreation management

Submit all materials to Nicole Beckett, Associate Director for Public Service ([beckettn@lafayette.edu](mailto:beckettn@lafayette.edu)). All applications will be forwarded to the appropriate municipal contacts for review. Students are strongly encouraged to research the municipality/organization before applying to tailor their application materials accordingly.

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## **Community and Economic Development**

### **Commercial Vacancy Analyst**

#### **Community Profile**

The City of Easton is a vibrant urban center in Northampton County, Pennsylvania, known for its historic downtown, diverse communities, and economic revitalization efforts. The Department of Community and Economic Development plays a crucial role in the city's continued growth, making it an ideal setting for students interested in urban economic development and commercial property management.

#### **Position Description**

The DCED Commercial Vacancy Analyst will focus on tracking and promoting commercial properties within the city. This position offers hands-on experience in economic development including:

- Identifying and cataloging commercial vacancies throughout the city
- Developing and populating a comprehensive database of available properties
- Managing a public-facing database for advertising commercial opportunities
- Supporting the Department of Community and Economic Development initiatives
- Assisting with business attraction and retention strategies

#### **Primary Deliverables**

1. Comprehensive database of commercial vacancies
2. User-friendly public-facing property database
3. Documentation of database management procedures
4. Final report analyzing commercial vacancy trends and recommendations

#### **Required Skills/Experience**

- Research and compare management tools
- Strong interpersonal skills
- Must be able to navigate the city independently to manually populate tools



## **Preferred Skills (Not Required but Beneficial)**

- Data Analysis
- Professional Presentation Skills
- Strong Writer

## **Work Schedule and Duration**

- 21 hours per week (3 days)
- June 2 - August 15, 2025 (flexible)
- Fully on-site at City of Easton offices

## **Compensation**

- \$15 per hour

## **Application Instructions**

Submit by Friday, April 12th, 2025:

- Resume
- Cover letter explaining your interest in city government and economic development

Submit all materials to Nicole Beckett, Associate Director for Public Service ([beckettn@lafayette.edu](mailto:beckettn@lafayette.edu)). All applications will be forwarded to the appropriate municipal contacts for review. Students are strongly encouraged to research the municipality before applying to tailor their application materials accordingly.

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## Municipal Policy Analyst

### Community Profile

The Borough of Malvern is a historic and vibrant community in Chester County, Pennsylvania, committed to preserving its small-town charm while embracing progressive governance. The borough administration focuses on transparent operations and effective policy implementation, providing an excellent learning environment for students interested in municipal policy and administration.

### Position Description

The Municipal Policy Analyst will focus on records retention, policy research, and administrative support for the borough. This position offers valuable hands-on experience in municipal governance including:

- Researching municipal documents and policies
- Scanning and uploading documents to the Borough website
- Preparing resolutions and ordinances
- Supporting planning and administrative functions
- Assisting with policy implementation and communication

### Primary Deliverables

1. Organized digital archive of key municipal documents
2. Updated borough website with accessible public documents
3. Draft resolutions and ordinances as assigned
4. Comprehensive report on policy research findings and recommendations

### Qualifications

- Excellent writing and communication abilities
- Attention to detail and organizational skills
- Interest in municipal governance and policy development

## Work Schedule and Duration

- 40 hours per week
- June - August 2025
- Fully on-site at Borough of Malvern offices

## Compensation

- \$20 per hour

## Application Instructions

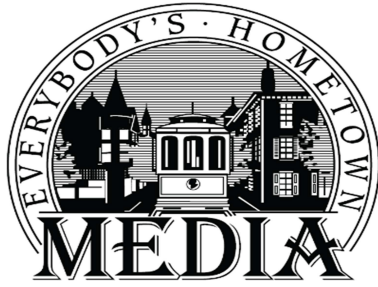
Submit by Friday, April 12th, 2025:

- Resume
- Cover letter explaining your interest in local government and municipal policy

Submit all materials to Nicole Beckett, Associate Director for Public Service ([beckettn@lafayette.edu](mailto:beckettn@lafayette.edu)). All applications will be forwarded to the appropriate municipal contacts for review. Students are strongly encouraged to research the municipality before applying to tailor their application materials accordingly.

## Important Notices

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- Applicants must comply with the municipality's pre-employment procedures, which may include background checks and/or drug screening according to local government policies
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## **Sustainability Intern**

### **Community Profile**

Media Borough, known as "Everybody's Hometown," is a progressive municipality in Delaware County, Pennsylvania with a strong commitment to sustainability and community engagement. As America's first Fair Trade Town, Media Borough provides an ideal setting for students interested in municipal sustainability initiatives and environmental policy implementation.

### **Position Description**

The Sustainability Intern will support various borough initiatives focused on environmental sustainability, waste management, and community engagement. This position offers hands-on experience in municipal sustainability efforts including:

- Supporting the development and implementation of borough sustainability projects
- Conducting waste management analysis and developing improvement recommendations
- Assisting with community outreach for the comprehensive plan
- Participating in planning and administration of environmental initiatives
- Researching best practices in municipal sustainability

### **Primary Deliverables**

1. Waste management analysis report with recommendations
2. Materials for sustainability project community engagement
3. Documentation of community input for comprehensive plan
4. Final presentation of internship accomplishments and sustainability recommendations

### **Candidate Qualifications**

Required Skills/Experience:

- Proficiency in Excel
- Strong proofreading skills
- Excellent written and verbal communication skills
- Basic understanding of local government operations

Preferred Skills: (Not required but beneficial)

- Previous experience or desire to work in sustainability, local government, or public administration
- Basic graphic design skills
- Experience with public outreach
- Passion for environmental initiatives

### **Relevant Academic Backgrounds:**

- Coursework related to environment and sustainability, local government, public administration, & data analysis

### **Work Schedule and Duration**

- 32 hours per week
- June 9 - August 15, 2025 (flexible)
- Fully on-site at Media Borough offices

### **Compensation**

- \$17 per hour

### **Application Instructions:**

Submit by Friday, April 12th, 2025:

- Resume
- Cover letter explaining your interest in local government and municipal sustainability

Submit all materials to Nicole Beckett, Associate Director for Public Service ([beckettn@lafayette.edu](mailto:beckettn@lafayette.edu)). All applications will be forwarded to the appropriate municipal contacts for review. Students are strongly encouraged to research the municipality before applying to tailor their application materials accordingly.

### **Important Notices**

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- Applicants must comply with the municipality's pre-employment procedures, which may include background checks and/or drug screening according to local government policies
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## **BOROUGH OF NORTH WALES - 2025 SUMMER INTERN**

The Borough of North Wales, PA, located in Montgomery County, is seeking a summer intern for a position to be primarily located in its municipal building at 300 School Street in North Wales. The Borough is a primarily residential community located within close access to the Northeast Extension of the Pennsylvania Turnpike.

Job Summary: The internship is intended to primarily assist the Borough Manager and Assistant Manager in their day-to-day job activities, and to take on two larger projects during the summer months. The position consists of 25 to 35 hours weekly. The Intern will report directly to the Borough Manager, but will interact with other Borough employees, elected officials, and citizens on a daily basis.

The Borough wishes to strengthen its records retention system and collection of data relating to various aspects of the Borough's Administrative functions. This position will be responsible for evaluating other municipal work-flow processes, updating manuals, and making recommendations as to how the Borough should consider approaching this task.

The Borough will also seek the Intern's assistance with the digital archiving of the Borough's existing files. This is intended to be a multi-year project. The Intern shall set forth a filing system and make recommendations on means to accomplish the task. The Borough may consider longer term employment of the Intern on a part-time or full-time basis for the purpose of accomplishing this project.

The selected candidate must have strong communication skills, both written and verbal, a working knowledge and understanding of website functionality, and the ability to work with standard word processing, spreadsheet, and data archiving programs. The candidate hired for this position will need to be a motivated self-starter capable of independent guided work. Strong critical thinking skills and a high level of discretion will be necessary, as the selected candidate will be responsible for coordinating and placing information on the Borough website. The ideal candidate will have a demonstrated interest in government and/or computer science, and will be able to effectively and appropriately handle and disseminate public information. The ideal candidate will conduct themselves appropriately and effectively in the course of interactions with business and governmental entities, and members of the public. The ideal candidate will represent the Borough of North Wales in a professional manner.

This internship is an incredible opportunity for the right candidate to gain valuable experience in the day-to-day operations of a local government, to make important decisions independently, to make valuable connections in a field that needs young professionals, and to be able to observe up close both the history of a small borough and the processes that shape it.

This internship shall run from June 3 to August 16. The normal work week shall consist of 25 to 35 hours per week between Monday and Friday, with the exact schedule to be determined by the Borough Manager and the Intern. Compensation \$16.00-\$18.00 per hour.

Internship duties shall include:

- Contribute to Workflow Charts and Employee Process Manual(s).
- Coordinate traditional and electronic mass mailings to residents.
- Assist in the archiving of important borough documents electronically.
- Assist in other duties as deemed appropriate.

Qualifications:

- Must have valid driver's license and have transportation to and from the Borough of North Wales office each workday.
- Strong communication skills and superior grammar.
- Proficient in Microsoft Office Suite (Primarily Word and Excel)
- Organized, with an ability to prioritize time-sensitive duties.
- Interested in government and community outreach.
- Occasional attendance at municipal night meetings may be part of this internship experience.

The Borough is an Equal Opportunity Employer. All qualified applicants will receive consideration for internship without regard to race, color, religion, gender, national origin, sexual orientation, disability, or other non-merit factor.

**Application Instructions**

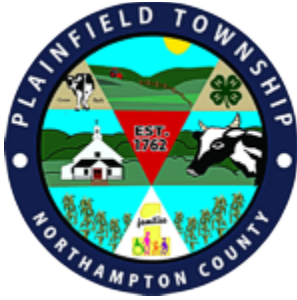
Submit by Friday, April 12th, 2025:

- Resume
- Cover letter explaining your interest in municipal government

Submit all materials to Nicole Beckett, Associate Director for Public Service ([beckett@lafayette.edu](mailto:beckett@lafayette.edu)). All applications will be forwarded to the appropriate municipal contacts for review. Students are strongly encouraged to research the municipality before applying to tailor their application materials accordingly.

**Important Notices**

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- Applicants must comply with the municipality's pre-employment procedures, which may include background checks and/or drug screening according to local government policies
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## **Municipal Management Support Intern**

### **Community Profile**

Plainfield Township, located in Northampton County, Pennsylvania, is a vibrant municipality committed to providing quality services to its residents. The township administration balances rural character with progressive governance, creating an excellent learning environment for students interested in comprehensive municipal operations.

### **Position Description**

The Municipal Management Support Intern will gain comprehensive exposure to multiple facets of local government administration. This immersive position offers hands-on experience across various municipal functions including:

- Researching, preparing, and submitting grant applications for township projects
- Supporting administrative functions across multiple departments
- Engaging in day-to-day municipal operations
- Participating in planning and zoning activities
- Interacting with residents in a customer service capacity
- Collaborating with staff on special projects as needs arise

### **Primary Deliverables**

1. Complete grant applications and supporting documentation for township projects
2. Develop administrative process improvement recommendations
3. Create reports and summaries of township initiatives and projects
4. Final presentation highlighting internship accomplishments and lessons learned

### **Qualifications**

- Strong research and writing skills, particularly for grant development
- Excellent organizational and communication abilities
- Adaptability to work across multiple departments and functions
- Interest in municipal government operations and public service



## **Work Schedule and Duration**

- 32-40 hours per week
- June - August 2025
- Fully on-site at Plainfield Township offices

## **Compensation**

- \$18 per hour

## **Application Instructions**

Submit by Friday, April 12th, 2025:

- Resume
- Cover letter explaining your interest in municipal government operations

Submit all materials to Nicole Beckett, Associate Director for Public Service ([beckettn@lafayette.edu](mailto:beckettn@lafayette.edu)). All applications will be forwarded to the appropriate municipal contacts for review. Students are strongly encouraged to research the municipality before applying to tailor their application materials accordingly.

## **Important Notices**

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- This is a Lehigh Valley internship, eligible for Gateway Career Center sponsored on-campus housing at no cost (limited availability)
- Applicants must comply with the municipality's pre-employment procedures, which may include background checks and/or drug screening according to local government policies
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## **MUNICIPAL RECORDS ANALYST**

### **Community Profile**

Salisbury Township is a dynamic municipality in Lehigh County, Pennsylvania, serving a diverse community through efficient and responsive governance. The township administration is committed to transparency and effective record-keeping, creating an excellent environment for students interested in municipal operations and records management.

### **Position Description**

The Municipal Records Analyst will focus on the organization, documentation, and archiving of historical township files. This position provides valuable hands-on experience in municipal records management including:

- Researching and organizing permanent historical files
- Implementing digitization protocols for important records
- Developing classification systems for efficient document retrieval
- Ensuring compliance with municipal record retention requirements
- Supporting administrative functions across departments

### **Primary Deliverables**

1. Organized archive of historical township documents
2. Digitized collection of priority records with searchable database
3. Documented protocols for ongoing records management
4. Final report with recommendations for future records management improvements

### **Qualifications**

- Strong organizational and analytical skills
- Attention to detail and ability to work with historical documents
- Interest in record-keeping systems and municipal operations

## **Work Schedule and Duration**

- 37.5 hours per week (flexible scheduling)
- June through August 2025
- Fully on-site at Salisbury Township offices

## **Compensation**

- \$18 per hour

## **Application Instructions**

Submit by Friday, April 12th, 2025:

- Resume
- Cover letter explaining your interest in local government and municipal records management

Submit all materials to Nicole Beckett, Associate Director for Public Service ([beckettn@lafayette.edu](mailto:beckettn@lafayette.edu)). All applications will be forwarded to the appropriate municipal contacts for review. Students are strongly encouraged to research the municipality before applying to tailor their application materials accordingly.

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# Engineering Technician

## Organization Profile

Keystone Consulting Engineers is a respected civil engineering firm serving municipalities throughout Pennsylvania. The firm specializes in land development, municipal engineering, and infrastructure projects, providing a dynamic learning environment for students interested in engineering and its applications in local government settings.

## Position Description

The Engineering Technician will assist staff engineers with various land development projects and municipal engineering tasks. This position offers valuable hands-on experience in civil engineering including:

- Supporting land development project initiatives
- Assisting with design and grading layout work
- Attending project meetings with municipal officials
- Interacting with local government representatives for plan submissions
- Participating in field work and on-site engineering activities
- Learning about the relationship between engineering firms and municipal governments

## Primary Deliverables

1. Support documentation for engineering projects
2. Contributions to design and grading layout work
3. Meeting summaries and municipal interaction reports
4. Final presentation of internship experience and key learnings

## Qualifications

- Current enrollment in Civil Engineering, Environmental Engineering, or related field
- Understanding of basic engineering principles and practices
- Strong organization and communication skills
- Willingness to participate in both office and field work

## Work Schedule and Duration

- 40 hours per week
- June - August 2025
- Hybrid schedule (combination of on-site office work and field work)

## **Compensation**

- \$16 per hour

## **Application Instructions**

Submit by Friday, April 12th, 2025:

- Resume
- Cover letter explaining your interest in municipal engineering

Submit all materials to Nicole Beckett, Associate Director for Public Service ([beckettn@lafayette.edu](mailto:beckettn@lafayette.edu)). All applications will be forwarded to the appropriate municipal contacts for review. Students are strongly encouraged to research the organization before applying to tailor their application materials accordingly.

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