MCLEAPS Spring 2022 Internship Proposals (12)

OFFICE/DEPARTMENT NAME: Maricopa County Animal Care and Control
OFFICE/DEPARTMENT WEBSITE: https://www.maricopa.gov/5268/Animal-Care-and-Control

PROJECT SCOPE & INTENDED OUTCOMES:
Do you love animals and want to make a difference? Let’s find you the perfect place in our pack. We work with the community to support pets being integrated into families, living a life where they are loved and compassionately cared for. We strive to be an innovative and trusted resource for Maricopa County. If you share our vision, you should join our cause to serve the animals and people of Maricopa County. We are seeking a creative and innovative Digital Communications Intern to help support the marketing efforts of Animal Care and Control.

Key Responsibilities:
- Ability to work with various software to create graphics and layouts using Adobe Creative Suite (InDesign, Photoshop and Illustrator). Create templates in Canva
- Visual storytelling: Turn customer, staff, volunteer and partner experiences into engaging content (Video, Audio, Infographics)
- Compile, organize, and analyze data for marketing efforts
- Provide administrative support as needed
- Support creation of social media content

PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS:
Qualifications:
- Currently pursuing a bachelor’s degree in a related field of study
- Demonstrated experience using Adobe Creative Suite
- Demonstrated experience with photography and videography
- Computer proficiency in Microsoft Office
- Excellent written and verbal communications skills, including experience with proofreading
- Strong interpersonal skills: the ability to work well individually and in a team
- Must be organized and detail-oriented
- Preference for a demonstrated interest in learning about animal welfare
- Spanish language is a plus
PROJECT SCOPE & INTENDED OUTCOMES:
The Materials Engineering Branch, attached to the Permitting, Construction and Inspections Division (PCI) within MCDOT, provides construction material testing (CMT), including quality assurance testing; asphalt pavement design using both 1993 AASHTO design and Mechanistic-Empirical Design; and foundation designs for structures such as bridges and culverts. By conducting these activities, we provide services to our own division and other divisions within MCDOT. These other divisions include Engineering, Transportation Systems Management, and Roadway Maintenance. During your time with MCDOT’s Materials Engineering team, you will be actively helping our professionals with a variety of tasks. Selected Intern will:

• Learn fundamental knowledge on quality assurance for construction material
• Learn the hierarchy of project specifications (MAG, MCDOT Supplement and Special Provisions)
• Learn roadway plan review
• Participate in laboratory testing in the MCDOT CMT lab
• Help with field testing on roadway projects
• Gain knowledge on concrete and asphalt mix designs
• Learn the basic site investigation aspects of geotechnical engineering
• Gain basic knowledge on different topics of soil mechanics
• Learn pavement design concepts and procedures
• Learn foundation and earth retaining structure design aspects
• Use software programs: DarWIN, Pavement ME Design, StablPRO, LPIle, and SHAFT
• Develop your communication skills by interacting with multiple divisions within MCDOT
• Connect the academic knowledge with real-life applications

PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILL SETS:
• Enrolled in a 4-year degree in engineering or construction
• Excellent listening, communication, and writing skills
• Ability to follow through on deadline-driven assignments
• Familiar with MS Office, AutoCAD, and MicroStation
OFFICE/DEPARTMENT NAME: Maricopa County Emergency Management - Operations

PROJECT SCOPE & INTENDED OUTCOMES:
The selected intern will be part of the Operations section of MCDEM. The selected intern may be tasked with reviewing and updating existing (Maricopa Co and jurisdictional) Emergency Operation Plans, Continuity of Operations Plans (Maricopa Co and jurisdictional). Assist in flood control exercise planning to include development of scenario, injects and master scenario events listing, and facilitation of both planning meetings and exercises. Interns will have the opportunity to gain Emergency Operation Center experience by supporting MCDEM staff during emergencies, training sessions, exercises and real-world activations. Interns will also complete a variety of industry-related training courses developed by FEMA, DEMA and regional partners.

Specific Projects:
• Review of flood control emergency action plans and departmental response SOP’s, identify discrepancies and provide recommended updates
• Jurisdiction/County EOP
• Familiarization with CPG 101
• Review of county EOP, identify format and content issues and provide recommended updates.
• Conduct two jurisdictional EOP reviews, identify format and content issues and provide recommended updates.
• MCDEM COOP
• Familiarization with current COOP standards
• Conduct review of MCDEM COOP, identify format and content issues, and provide recommended updates.
• Table Top Exercises for Internal/External Partner
• Complete all required HSEEP documentation, including AAR/IP
• Develop and conduct on All-Hazard EOC training

PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS:
Only Emergency Management majors will be considered. Preference is for graduate students in the Emergency Management master's degree program, with senior-level Emergency Management bachelor's students also considered. Desired but not necessarily required competencies and skillsets, include:
• Coursework and/or Bachelor's degree in Emergency Management, Homeland Security or a closely related field
• ICS 100, 200, 700 and 800
• FEMA Professional Development Series (PDS) certificate
• Communicate effectively, both orally and in writing.
• Work individually with minimum supervision or as a team member
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• Work individually with minimum supervision or as a team member
OFFICE/DEPARTMENT NAME: Maricopa County Emergency Management

PROJECT SCOPE & INTENDED OUTCOMES:
Intern will assist in exercise design and development of two full-scale exercises to support the Radiological Emergency Preparedness (REP) Program. The selected candidate will participate in training, planning, and exercises to include wildland fire and Palo Verde response incidents. The selected intern will learn all aspects of our Emergency Management Coordinator position to support their entry into the Emergency Management career field. Intern will develop social media stories highlighting the Department’s preparedness activities to support the REP Program.

PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS:
Preferred candidate will be a graduate student in the Emergency Management or Public Administration programs with a desire to work in Emergency Management in the public sector. Motivated undergraduates are invited to apply. Teamwork, written and oral communication, and motivation to learn and grow are all key competencies for this position.

OFFICE/DEPARTMENT NAME: Environmental Services Department
OFFICE/DEPARTMENT WEBSITE: https://esd.maricopa.gov/631/Environmental-Services

PROJECT SCOPE & INTENDED OUTCOMES:
Our selected intern would be involved in programmatic updates and project planning for our department’s Training and Environmental Related Illness (ERI) programs. The scope of the work would include the following tasks and expectations:

Training Program - Under the guidance of the program supervisor, the intern will update training exercises and PowerPoint presentations with current content and policy references. The intern will create new training exercises for topics that only currently have a quiz, which will be reviewed and approved by the program supervisor. The intern will assist in the planning stages of the new training program GAP analysis project. Tasks associated with this planning include developing and deploying surveys to department management to assess training needs, work with department staff to identify turnover trends, collecting and organizing all applicable code references/delegation criteria required to include in the training curriculum, and the creation of a new hire training curriculum database.

ERI Program - The intern will work with the program supervisor on the Last Meal Bias data project by sorting and organizing data to prepare for analysis. Work on this project would also include interaction with staff from the Maricopa County Public Health Department. This project will provide an analysis of our complaint surveillance to find out how significant the burden of last meal bias truly is. This information could change the way ERI conducts complaint surveillance and increase outbreak detection in the future. The intern will outline/write food & water safety topic articles, which would be reviewed and approved by the program supervisor. The intern will also organize and update the program’s FEMA/NIMS certifications.

PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS:
Great organizational skills, proficient in Microsoft products, good verbal and written skills, experience in data collection and analysis is preferred
OFFICE/DEPARTMENT NAME: Human Services Department
OFFICE/DEPARTMENT WEBSITE: http://myhsd.maricopa.gov

PROJECT SCOPE & INTENDED OUTCOMES:
• Creation of an extensive resource guide for clients and staff, including the development of geographic-specific resource sheets
• Assist intensive case manager with identifying unique resources for clients requiring intensive case management service
• Assist safety committee with developing an enhanced safety and evacuation plan for vulnerable clients
• Assist with moderating staff development online trainings/events
• Organization of recorded staff development trainings
• Marketing of staff development trainings/events utilizing Microsoft TEAMS
• Researching a variety of data, information and resources to be considered for staff development curriculum and resources

PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS:
• Strong knowledge and experience with MS Office and data programs (MS TEAMS and Excel preferred)
• Experience with or interest in expanding skill set in developing marketing/resource materials
• Demonstrates strong attention to detail, organizational skills, ability to multi-task effectively, and flexibility to receive direction from multiple supervisors
• Strong interest in working with vulnerable and diverse populations (socioeconomic status, racial and ethnic backgrounds)

OFFICE/DEPARTMENT NAME: Maricopa County Treasurer’s Office
OFFICE/DEPARTMENT WEBSITE: https://treasurer.maricopa.gov/

PROJECT SCOPE & INTENDED OUTCOMES:
The selected intern would gain exposure to a variety of MCTO's operations. The intern will utilize their skillsets to develop and update internal office policies and procedures. Additionally, the intern would assist with MCTO's migration to a more digital workspace. They would play a role in OnBase document indexing and also participate in sessions relating to the office's three technological capital improvement projects. The intern will gain exposure to entry-level financial transactions and help with the development of an IT disaster plan.

We envision this internship as an academically diverse experience. The intern will gain skills in the Public Administration, Finance, Information Technology, and Management fields.

PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS:
Our preference is a candidate studying the social sciences or business. The key competencies we are looking for include writing skills and analytical thinking.
OFFICE/DEPARTMENT NAME: Juvenile Probation Department
SUPERVISOR: Laura Eller*, Innovation and Communications Manager

PROJECT SCOPE & INTENDED OUTCOMES:
The MCLEAPS Intern will receive a generalized orientation to the Juvenile Probation Department, which includes two Youth Detention Centers; Community Supervision (Probation); Early Intervention (Diversion Programs); and administrative functions. The MCLEAPS Intern will attend and complete the 3+ week officer training Detention Academy while serving with MCJPD and if successful, can apply directly for consideration as a badged/full or part time Detention Officer at the conclusion of the semester. MCLEAPS Interns are encouraged to participate in ride-along and shadowing experiences during their placement with MCJPD, crafting the experiences to meet their individual areas of interest.

PREFERENCES:
We are seeking ASU students who have a passion for working with youth. We have opportunities for those interested in our Officer roles, but also the non-badged/civilian roles within this department such as: Research and Planning; Staff Recruitment; and Government Administration; as well as a variety of programs that focus on Positive Youth Development.

The successful candidate will be required to pass a basic criminal background check prior to official acceptance to serve as a MCLEAPS Intern for this department.

OFFICE/DEPARTMENT NAME: Maricopa County School Superintendent (MCSS)
OFFICE/DEPARTMENT WEBSITE: http://schoolsup.org

DESCRIPTION OF THE PROJECT SCOPE & INTENDED OUTCOMES
Intern will assist the Director of Government & Public Relations with the 2022 legislative agenda and efforts at the Arizona Legislature. In addition, the intern will also assist with other intergovernmental relationship activities, including state, county and local school district entities. The intern will also assist with public and media relations events and opportunities. The intern should also expect other MCSS experiences such as data research, MCSS community outreach, elections and a variety of other MCSS functions.

PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND/OR SKILLSETS:
The intern should be organized and be able to write and communicate well. Intern should have basic knowledge and understanding of public policy and advocacy, government operations / protocols/ processes, or public, social, or media relations.
**OFFICE/DEPARTMENT NAME:** Maricopa County Recorder's Office  
**OFFICE/DEPARTMENT WEBSITE:** https://recorder.maricopa.gov/

**PROJECT SCOPE & INTENDED OUTCOMES:**
The Maricopa County Recorder's Office is an elected office responsible for serving county residents with the recording of important legal documents, voter registration, and the tabulation of election results. MCLEAPS interns will work primarily for two parts of the organization. First, interns will engage with the legislative team to track proposed legislation, assist with drafting legislation, and engage in outreach with legislators and community stakeholders to explain the election process through tours and engagement. Second, MCLEAPS interns will work with the Communications Team on communications with constituents who have a variety of questions regarding the recording of documents, voter registration, and elections. The intern will also be part of a team introducing video production to the Maricopa County Recorder's social media platform. The MCLEAPS intern will participate in scriptwriting, possible interview preparation and video production. The intern will learn about the legislative process and the interplay between government offices, the state legislature, and the community. Additionally, the intern may have an opportunity to work with human resources or finance on projects.

**PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS:**
Preference for students of Sandra Day O'Conner Law School or Walter Cronkite School of Journalism. All interested undergraduates are welcome to apply. Those with a special interest in the legislative process and/or communications are desired. The ideal candidate will have excellent writing skills, enjoy engaging with community members, and be a self-starter.

**OFFICE/DEPARTMENT NAME:** Maricopa County Treasurer’s Office  
**OFFICE/DEPARTMENT WEBSITE:** https://treasurer.maricopa.gov/

**PROJECT SCOPE & INTENDED OUTCOMES:**
The selected intern would gain exposure to a variety of MCTO’s operations. The intern will utilize their skillsets to develop and update internal office policies and procedures. Additionally, the intern would assist with MCTO's migration to a more digital workspace. They would play a role in OnBase document indexing and also participate in sessions relating to the office’s three technological capital improvement projects. The intern will gain exposure to entry-level financial transactions and help with the development of an IT disaster plan.

*We envision this internship as an academically diverse experience. The intern will gain skills in the Public Administration, Finance, Information Technology, and Management fields.*

**PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS:**
Our preference is a candidate studying the social sciences or business. The key competencies we are looking for include writing skills and analytical thinking.
Project scope and intended outcomes
The Judicial Branch of Arizona in Maricopa County (JBAZMC) is the fourth largest trial court in the U.S., serving a population greater than four million residents. The Court is nationally recognized for its innovative programs created to better serve the public. Annually, approximately 163,000 cases are filed in Superior Court in Maricopa County. JBAZMC provides a unique learning environment for individuals interested in court data ranging from criminal to probate/mental health to taxes. There is a significant amount of collaboration that occurs between the JBAZMC and other public agencies, as well as community partners. The intern will have the opportunity to be involved in multiple projects that provide meaningful data and information to measure success and identify areas for improvement.

Potential projects include:

1. Intern will evaluate and apply descriptive metadata technique to current DIA’S SSRS providing a description and content of digital reporting output content. This project will consist of creating a directory and cataloging DIA’S current reporting repository, the purpose of this directory is to allow the user to search the repository using keywords to find a suitable match for data request.

   **Educational Outcomes:** The JBAZMC is a data-driven organization that relies heavily on data to make informed decisions regarding case-flow management of cases. It is critical to the department that the data maintained in department databases is accurate and of high quality. The intern will assist in projects designed to ensure the ongoing quality of the data used in department reports that go to both internal and external stakeholders. The intern will learn quality assurance processes and valuable communication skills as necessary changes are communicated to staff.

   **Project Outcomes:** The intern will provide support to the Data Analytics & Integrity Department staff to ensure high levels of data quality are maintained. This will provide the intern a unique opportunity to be exposed to all the different roles and responsibilities within the Data Analytics & Integrity Department and observe the variety of job functions within the Department.

2. The intern will assist in compiling information to report on performance measures for the Department’s strategic goals.

   **Educational Outcomes:** This project will expose the intern to the elements of collecting and reporting data strategies on key performance measures. The intern will develop an understanding of the importance of utilizing various software applications to retrieve, analyze and disseminate court data in an efficient and effective manner that will assist in decisions that impact departmental policies and processes.

   **Project Outcomes:** Maintain ongoing data collection and reporting on key performance measures for strategic goals.

3. Assist with the routine activities of Data Analytics & Integrity Department.

   **Educational Outcomes:** The Data Analytics & Integrity Department of the JBAZMC provides significant support to the Executive Management team. Routine responsibilities of the Division include compiling and reporting on monthly statistics to, conducting stakeholder satisfaction surveys, and preparing publications such as the annual report to Administrative Office of the Courts. At any given time, the department is also involved in several public information request or internal research projects on topics of interest and value to the department. The intern will be exposed to aspects of project management associated with all Division projects including participation in meetings, problem solving, data collection and reporting. The intern will also learn about the importance of meeting critical deadlines.

   **Project Outcomes:** The intern will provide support to staff in the Data Analytics & Integrity Department throughout the projects.
Continued:

OFFICE/DEPARTMENT NAME: Data Integrity & Analytics | Judicial Branch AZMC

Preferences, desired competencies, academic disciplines, and skill sets:
Many of the programs within the Watts College of Public Service and Community Solutions would be relevant to this position but the internship is not limited to individuals seeking those degrees. It is important that the individual have good verbal and written communication skills. The individual should also have an interest in data. This includes conducting analysis of quantitative data and using data to help make informed decisions. We are also looking for an intern that is open to learning, can work independently when given direction and be part of a team. Professionalism is also important (e.g., timeliness, appearance, etc.). Overall, we would like someone who has a genuine interest in the work done by the Judicial Branch of Arizona in Maricopa County.