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City Of Round Rock Internship Employments Hiring 2025 | New Opening

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
March 17, 2026

Valid through
10.02.2026

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 p

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.

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: