

COOK COUNTY SHERIFF'S OFFICE



Job Title	Cook County Sheriff's Office – Recruiting/Public Relations Intern
Summary	The Cook County Sheriff's Office is currently seeking college students for a recruiting/public relations internship. The hours required would be a minimum of 10-15 per week. The Intern will work under the direct supervision of Public Relations staff assignments may include research related to recruitment, websites and social media.
Minimum Qualifications	<ul style="list-style-type: none">• Must be a current college student• Strong research and writing skills• Commitment of 10 to 15 hours per week• Ability to start immediately (following applicable background screening)
Recommended Qualifications	<ul style="list-style-type: none">• Interest in public sector work
Location of Internship	3026 S. California Chicago, IL
Duties of Internship	<ul style="list-style-type: none">• Performing various research projects, including but not limited to recruitment, website and social media• Drafting research memos and presentations

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Schedule	The Intern and Public Relations Department may work out a schedule depending on Intern's course load. Required time commitment is 10-15 hours per week, beginning immediately. Also, any internship hours shall be conducted during business hours (i.e. between 09:00 a.m. and 5:00 p.m.).
Application Requirements	Must submit the following to be considered: Resume Cover Letter Official Transcript
Application Period	Ends May 31, 2023 Please send cover letter, resume, and transcript to the following email CCSO.Internship@ccsheriff.org