



Councilmember David Alvarez
City of San Diego-- District Eight

MEMORANDUM

DATE: January 11, 2011
TO: Hadi Dehghani, Personnel Director
FROM: Councilmember David Alvarez 
SUBJECT: Internship Positions in Council District 8

As per your policy, this memo outlines four internship positions that will be established in Council District 8.

Two student internships

- Description: general administration and clerical work that gives the intern an opportunity to learn and participate in the operation of a Council office.
- Length: The internships will end on July 1, 2011.
- Number of hours: Approximately 20 hours per week, with adjustments depending on changes in workload
- Funding Source: Council District 8 budget

Two management internships

- Description: interns will work on policy as well as intra-office management including but not limited to: production of policy briefs, background research, and supervision of other interns.
- Length: the internships will end on July 1, 2011.
- Number of hours worked: Approximately 20 hours per week, with adjustments depending on changes in workload.
- Funding Source: Council District 8 budget