

Posted: **May 10, 2017**

The City of Winsted seeks applications for an Administrative Intern. This position offers flexible scheduling and may be for up to 40 hours per week from May through August.

The hiring range for the Administrative Intern position is \$10.00 per hour to \$15.00 per hour depending upon qualifications. The position does not include benefits. Please see the job description located at [www.winsted.mn.us](http://www.winsted.mn.us) for more information regarding the position.

Any interested candidates shall submit a letter of interest, resume and a complete City of Winsted application. **All interested candidates must submit the required materials by 4:00 p.m. on Friday, May 26, 2017.**

Applications may be submitted:

- In person at Winsted City Hall, 201 – 1<sup>st</sup> Street North, Winsted, Minnesota 55395;
- Via mail to Tony Hammes, Assistant to the City Administrator, P.O. Box 126, Winsted, Minnesota 55395;
- Via facsimile to (320) 485-2858; or
- Via electronic mail to [tony.hammes@winsted.mn.us](mailto:tony.hammes@winsted.mn.us).

Please be advised that the first round of interviews will be held the week of May 29, 2017. The anticipated start date for the Administrative Intern is June 12, 2017. However, the City may change this date to accommodate the selected candidate's schedule.

Any additional questions regarding this position may be directed to Winsted City Hall at (320) 485-2366 or [tony.hammes@winsted.mn.us](mailto:tony.hammes@winsted.mn.us).