



Accepting applications for:

Hourly Planning Intern

Urban Planning Division / Neighborhood & Development Services Department

Application Deadline: Friday, August 21, 2026

Visit www.icgov.org/jobs to apply online

Variable daytime hours up to 25 hours per week

Office Hours: Monday – Friday, 8:00am – 5:00pm

Wage: \$15.00 per hour

Job Duration: Starting Fall Semester 2026; internship may last up to 12 months

Job Summary:

Position is open to individuals who are currently enrolled in an urban planning program or a closely related field at an accredited university/college. This position will familiarize the intern with various aspects of City planning. Projects include data collection, photographing development sites and producing maps and reports for Boards and Commissions. The intern will learn about the roles and activities of the Planning and Zoning Commission, Board of Adjustment and Historic Preservation Commission. Performs all other related duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other:

Enrollment as a student in urban planning program or a closely related field within an accredited university/college required. The following are essential: strong written and oral communication skills; the ability to work both independently and in a group setting; and good organizational and note taking skills. Proficiency with Microsoft Office software required. Ability to produce maps

using GIS required. Valid driver's license with satisfactory driving record required. Must be 18 years of age. Must pass criminal background check.

More information:

The City of Iowa City is an eligible employer under Public Service Loan Forgiveness Program. Please visit the [PSLF website](#) for more information.

*IT IS THE POLICY OF THE CITY OF IOWA CITY TO AFFORD EQUAL EMPLOYMENT OPPORTUNITIES
FOR ALL EMPLOYEES AND POTENTIAL CITY EMPLOYEES. DISABILITY-RELATED ACCOMMODATIONS
CAN BE REQUESTED AT 319-356-5020 OR jobs@iowa-city.org.*

