



**Department of Development**  
222 N. Chauncey Ave., Room 102  
West Lafayette, Indiana 47906  
Phone: 765-775-5160

TO: West Lafayette Board of Public Works and Safety

CC: Diane Foster  
Nicole Stocks, Accounting III

FROM: Chandler M. Poole, Director of Development

DATE: March 31, 2016

SUBJECT: New Intern – Betzie Ajsivinac

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I request permission to engage a new intern, Betzie Ajsivinac. Betzie is a Purdue Student working on obtaining her Bachelor of Science Degree in Studio Arts and Technology. Betzie will be working 2-3 days a week for approximately 15-22.5 hours a week. Betzie will be assisting with promotion and organization for events put on by the Department of Development, researching property ownership for rental inspections, assisting the West Lafayette Public Arts teams and other duties as assigned. She will work for \$10/hour from April 5, 2016 through May 6, 2016.