

State of Connecticut
GENERAL ASSEMBLY



COMMITTEE ON LEGISLATIVE STAFF INTERNSHIPS
LEGISLATIVE OFFICE BUILDING, ROOM 5150
HARTFORD, CONNECTICUT 06106-1591

Job Title:	Legislative Intern	<i>Approved 3/31/16</i>
<u>Job Description:</u> To observe, learn and support the legislative process through direct experience performing a variety of assigned duties, participating in varied activities and trainings, and completing interrelated academic projects, during the legislative session. A stipend may be paid for travel expenses.		
<u>Supervision Received:</u> Interns are assigned to legislative leaders, committee chairs, ranking members and individual legislators, and work under the direct supervision of those offices/staff, as well as the general supervision of the Legislative Internship Director.		
<u>Required Skills:</u> Excellent verbal and written communication skills; Critical thinking skills; Computer skills and knowledge of computer software including Microsoft Word; Ability to deal effectively and tactfully with legislators, staff, and the public; Strong desire to learn the legislative process through hands-on experience.		
<u>Examples of Duties:</u> Conducts research; Attends public hearings, committee meetings, or other events to observe; gather information; or to assist; Responds to constituents' needs via phone, e-mail, or in person; Attends both House and Senate Sessions; Writes letters, citations, speeches, & testimony; Presents testimony for a legislator or a constituent; Assists legislative committees during public hearings; Performs administrative duties to facilitate the legislative process including filing, sorting and distributing mail, and answering phones; Tracks, analyzes, and reports on proposed legislation; Creates, distributes, and tabulates surveys; Serves as back-up for legislative aide; Assists press staff with writing press releases and social media content; Other duties as assigned.		
<u>Minimum Qualifications Required:</u> 18 years of age or older; Undergraduate Student who has completed a minimum of 20 credits by program start (no more than 3 AP credits can be counted towards this minimum); A cumulative grade point average of at least 2.7; Be registered for a course (varies by institution) in order to receive credit for the internship. Note: Academic credits are awarded for program participation. These, and participation requirements, vary by institution.		