**Job Title:** Legislative Intern  
**Approved 3/31/16**  

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<th><strong>Job Description:</strong></th>
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| 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. |  

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<th><strong>Supervision Received:</strong></th>
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<td>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.</td>
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<th><strong>Required Skills:</strong></th>
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| 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. |  

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<th><strong>Examples of Duties:</strong></th>
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| 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;  
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. |  

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<th><strong>Minimum Qualifications Required:</strong></th>
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| 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.