



The Panetta Institute for Public Policy

Congressional Internship Program Position Description

Program Summary:

The Panetta Institute's fifteenth annual *Congressional Internship Program*, which will be held from August 11 through November 9, 2013, combines a rigorous two-week academic orientation at the Panetta Institute with regular seminars in Washington, D.C., along with an experiential education as a Panetta intern in a Washington D.C. office of a California member of the U.S. House of Representatives. Upon completion of all requirements for this course, interns will earn twenty academic semester units that will be posted to their university transcripts. All program costs are covered, including housing, ground transportation, travel to and from Washington, D.C. and a modest living stipend. Any academic major may apply and the program is open to qualified students regardless of income.

Course Components:

- Participate in a two-week training session at the Panetta Institute, located on the CSU Monterey Bay campus on the Monterey Peninsula
- Work full-time for eleven weeks in a Washington, D.C. congressional office for a member of the U.S. House of Representatives
- Attend special seminars held exclusively for Panetta Institute interns while in Washington, D.C.
- Submit an experiential journal and a twenty-page research paper
- Receive twenty academic credits upon completion of the internship

Position Functions and Tasks:

Provide support to congressional office staff that includes, but not limited to:

- Answer phones
 - Take messages
 - Transfer calls
 - Conference calls
- Enter data
- Draft correspondence or other materials
- Sort mail
- File and shred papers
- Run errands
- Meet and greet constituents
- Provide tours of Capitol Building
- Compile newspaper clippings
- Attend hearings and briefings, take notes and provide summaries/reports
- Conduct issue/legislative research

Position Qualifications:

Education

- Upper division undergraduate status (matriculating juniors or seniors during the time of the internship)
- Students who have not accumulated more than 120 units
- High academic standing in all colleges/universities attended (includes lower division)
- *Congressional Internship Program* units (twenty) must be applied to the student's transcript

Experience

- Outstanding student leader, who is not a former Panetta Institute *Congressional Internship Program* participant
- Demonstrated commitment to community and public service

Skills

- Advanced written and verbal communication skills (especially clarity of speech)
- General computer proficiency, word processing and spreadsheet knowledge
- Ability to follow instructions carefully
- Flexibility to adjust with poise to changing deadlines and priorities
- Ability to provide information to the public and others as directed by supervisors
- Strong organizational skills
- Ability to multi-task and prioritize simultaneously
- Ability to work in a fast-paced environment
- Ability to be a good team member with an attitude of doing what it takes to get the job done and doing so with a pleasant, cooperative, and professional demeanor

Other qualities

- Exemplary conduct at the home campus university and in the community
- Positive attitude with a willingness to work (hard) on any project assigned by the congressional office
- Willingness to accept entry level work assigned to young unpaid assistants who normally serve as interns
- Full-time commitment to the Panetta Institute's *Congressional Internship Program*; no extra-curricular or outside courses allowed; including but not limited to scheduling of LSAT, graduate record exams (GRE), etc;
- U.S. citizen;
- and state of California resident.