



**INDIANA UNIVERSITY
OFFICE OF STATE RELATIONS
2010 LEGISLATIVE INTERNSHIP PROGRAM**

Indiana University's Office of State Relations will be choosing one junior or senior student from any of our university's campuses to serve as a full-time Legislative Intern for the 2010 Session of the Indiana General Assembly. The competition for this highly prized internship will be significant. Past student interns have reported that the internship has been an outstanding work and learning experience.

The deadline for applications is Monday, October 26, 2009. Applications may be submitted by e-mail to Janice McCloud by email (mccloud@indiana.edu), by fax (317-231-2101), or by regular mail to Janice McCloud, 101 W. Ohio St., Ste., 1776, Indianapolis, IN 46204. **Personal interviews will be scheduled as applications are received; therefore, prompt return of the application form is desirable.**

JOB DESCRIPTION:

This paid full-time internship will be served during the 2010 Legislative Session in Indianapolis at the State Capitol. This is a "short" session, so the dates of the internship are from January, 2010 through mid-March, 2010. A "normal" work day would begin in our Indianapolis Office at 101 W. Ohio St. (the Southwest corner of Illinois and Ohio Streets, across from the Statehouse) at approximately 8:00 am and end at approximately 5:00 pm. Near the end of the legislative deadlines that occur during the session, you may be asked to stay later because the legislators can meet up during evenings as their work load requires. However, those late evenings are few in number.

IU's Legislative Intern will have an opportunity to work closely with IU State Relations Staff in tracking legislation that is relevant to the university, attending legislative committee hearings when assigned, attending strategic planning and information meetings, observing House and Senate legislative sessions, writing memos about legislation or a committee hearing you may have attended, and many other tasks. .

A good working knowledge of computers is necessary as we subscribe to a legislative service to set up our priority lists, to update the status of legislation as it moves through the process, to record votes in committee and on the House and Senate floor, and to check on deadlines that a bill must meet to remain alive in the process.

REQUIREMENTS:

No specific major is required, nor do you have to be a member of a particular political party; however, applicants should exhibit sound judgment, maturity, dependability, honesty, and discretion. Applicants must also have good interpersonal skills since they will be working

closely with IU and other public university state relations personnel, Senators, Representatives, legislative staff, as well as General Assembly and lobbyist interns.

Strong organization skills, a willingness to work hard, computer literacy, and written and oral communication skills are also necessary for this position. Our intern must have their own transportation to and from downtown Indianapolis. Our intern will also be trained with the legislative interns from the Indiana State Senate or House of Representatives in the days prior to the beginning of the legislative session. After the four legislative caucuses' intern training begins, we can also try to help you find a roommate or a car pool by asking the Caucus Intern Directors for names of other interns from IU who are looking for roommates or who may be driving back and forth from one of our campuses.

MANDATORY TRAINING: There will be mandatory training with other interns from the House or Senate for several days before the legislative session begins in early January. This is also a good time for you to meet other students from the House and Senate internship programs.

SALARY: \$350 per week

ACADEMIC CREDIT: Our IU Legislative Intern will arrange for credit for this experience from his/her university advisor. There is also a 3 credit hour class especially set up for legislative interns, which is available in the Statehouse on one evening a week (usually Mondays). IU State Relations will assist you in any way we can by verifying your hours on the job and your work load.

OTHER QUESTIONS: Contact Janice McCloud (317) 231-2115 or the office of State Relations (317) 681-1776. If you would like to e-mail former IU Legislative Interns and ask questions about their experiences and their viewpoints about this internship, you may contact Becca Polcz rpocz@indiana.edu, or Anne Hatton afhatton@indiana.edu.

WE HOPE YOU WILL APPLY FOR OUR UNIQUE INDIANA UNIVERSITY / HIGHER EDUCATION ADVOCACY LEGISLATIVE INTERNSHIP! WE LOOK FORWARD TO HEARING FROM YOU!