Panetta Congressional Internship Program

Program and Position Description

Program Summary:

The Panetta Institute’s sixteenth annual Congressional Internship Program will be held from August 9 through November 7, 2015. This program combines a rigorous two-week academic orientation at the Panetta Institute along with an experiential education as a Panetta intern in a Washington, DC office of a California member of the U.S. House of Representatives. While serving in our nation’s capital the student will also attend weekly seminars. Upon completion of all requirements for this course, interns will earn full-time academic units that will be posted to their university transcripts. All program costs are covered, including housing, ground transportation, travel to and from Washington, DC and a living stipend. Any academic major may apply; the program is open to qualified students regardless of income.

Course components:

- Participate in a two-week training session at the Panetta Institute, located at the CSU Monterey Bay campus on the Monterey Peninsula;
- Work full-time for eleven weeks in a Washington DC congressional office for a member of the U.S. House of Representatives;
- Attend special seminars held exclusively for Panetta Institute interns while in Washington DC and submit reports on all classes and seminars;
- Submit a brief weekly report;
- Submit an experiential twenty-page journal and a twenty-page research paper; and
- Receive full-time 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
- Photocopy materials
- Meet and greet constituents
- Provide tours of the Capitol Building
- Compile newspaper clippings
- Attend hearings and briefings, take notes and provide summaries/reports
- Conduct issue/legislative research

**Position Qualifications:**

**Education**

- Matriculating student in upper-division undergraduate status (matriculating juniors or seniors during the time of the internship—and has not applied for graduation)
- High academic standing at all colleges/universities attended (includes lower division also)
- Congressional Internship Program academic units 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 assignments
- 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;
- Possesses good health that would contribute to excellent attendance in all aspects of the program;
- U.S. citizen;
- State of **California** resident;
- and all students must have health insurance that is compliant with the Affordable Care Act.