

For more information...



House Democratic Internship

Interested applicants are encouraged to apply online at:

www.housedemocrats.in.gov/infointern.html

However, if you have any questions or would like to speak to someone directly, please feel free to contact:

Mike Smith

msmith@iga.in.gov

200 West Washington Street

Indianapolis, IN 46204

(800) 382-9842



House Republican Internship



Interested applicants are encouraged to apply online at:

www.houseRepublicans.in.gov/intern.html

However, if you have any questions or would like to speak to someone directly, please feel free to contact:

Caitlin Gamble

cgamble@iga.in.gov

200 West Washington Street

Indianapolis, IN 46204

(800) 382-9841

Verizon Legislative Intern Scholarships

A \$3,000 scholarship will be awarded to the top intern from both the Democratic and Republican caucuses at the conclusion of the internship.

The scholarship is being presented by Verizon. For the past several years, Verizon has sponsored this special recognition.

Each caucus of the Indiana General Assembly will name a scholarship winner, based on various criteria including work performance, writing skills, and legislator and staff evaluations.

The award must be used for educational expenses and can be applied toward current or future undergraduate and graduate expenses.

Indiana General Assembly

House of Representatives Internship Program



2011 Legislative Session

An overview of the programs that are available with the Indiana House of Representatives



The chamber of the Indiana House of Representatives



Rep. Smith discuss a bill with an intern.



Rep. Torr listens as an intern asks questions about a constituent issue.

There are four different types of internships available with the Indiana House of Representatives on the Democrat and Republican staffs.

The divisions include: **Member Services, Communications, Computer/Technology and Policy/Fiscal.** While each division has its own role in the General Assembly, each works closely and relies on the others to share information. Legislative interns are paired with full-time staff during session and have many daily responsibilities, including the following:

Member Services Division

- Work directly with an assigned group of state representatives.
- Research and respond to legislative questions posed by legislators and constituents.
- Track bills through the process.
- Communicate directly with constituents.

Communications/Media Division

- Write news releases.
- Prepare and distribute news feeds for radio stations.
- Arrange media availability; plan news conferences.
- Track legislative activity of representatives to keep media/constituents informed.
- Create newsletters and other materials for distribution to constituents.
- Draft columns and letters to the editor.

Computer/Technology

- Provide computer desktop and notebook support to legislators and staff.
- Troubleshoot for diverse software, hardware and network problems.
- Provide individual training for legislators and staff as needed.

Policy/Fiscal

Our policy intern works directly with our policy staff on various projects including the following:

- Research, track and analyze amendments and legislation.
- Prepare committee reports for legislators.
- Search for existing language in the Indiana Code.

A fiscal policy position within the House Ways and Means Office may also be available.

Eligibility

Both the Democratic and Republican internships welcome students of all majors who exhibit proficient skill in writing and communication. Internships are open to college juniors, seniors, graduate students and recent graduates. Sophomores will be evaluated on a case by case basis. As interns, you will be part of a partisan staff, so **please apply to either the Democratic or Republican program.** We will not schedule interviews for applicants who apply to both caucuses.

Time Commitment

The internship is a full time position and lasts from January through approximately late April, with regular working hours varying slightly between the programs. The work day for all interns is 7.5 hours Monday-Friday, varying between 8-5, depending on the caucus. Interns are highly encouraged to stay if the House session runs beyond regular office hours.

Benefits

This internship provides an opportunity to work closely with the representatives and make valuable contacts while building your resumé. Interns will be paid **\$700 biweekly**, with the ability to earn college credit for completing the internship. (Please see your school's academic advisor for details.) Free parking is also provided.

Location

Interns work alongside the members and staff of the House of Representatives and will have office space in the Statehouse in downtown Indianapolis.

To Apply:

Applications are submitted online by visiting:

House Democrats:

www.housedemocrats.in.gov/infointern.html

House Republicans:

www.houseRepublicans.in.gov/intern.html

Completed applications **must be received by Sunday, October 31.**

Once we receive your application, we will contact you to set up an interview. Two letters of recommendation and an official transcript will be required for those attending interviews.