Columbia, SC

South Carolina Legislature, Administrative Intern

Application deadline for fall 2017 semester: July 10, 2017
Application deadline for spring 2018 semester: October 10, 2017
Application deadline for summer 2018 semester: March 1, 2018

This unpaid internship is a wonderful opportunity for students interested in pursuing a career in politics or government. Interns will provide administrative support, assist in constituent relations, and will have the opportunity to network and build professional relationships in South Carolina state government. Ideal candidates will have previous leadership and civic experience, excellent communication skills and a passion for public service. Candidates must have reliable transportation.

Responsibilities

- Handle mail and assist with answering phones
- Compile research
- Write legislative correspondence
- Help with scheduling requests
- Assist with management of the constituent database

Eligibility

- Enrolled in the College of Arts and Sciences (Applicable to all majors; not just political science)
- Sophomore, junior or senior standing
- A minimum 3.0 GPA overall

How to Apply

Please submit the following information to Laura Najim at LNajim@mailbox.sc.edu with the subject line “Last name, first name – Reference number C001”

- Resume
- Cover letter
- One faculty letter of recommendation addressed to the “Selection Committee” - please select a person who can speak to your academic qualities, work ethic and character
- A digital copy of your class schedule
- Please indicate how many hours per week you are available. Selected students will be asked to dedicate a minimum of ten hours per week to the internship program.

Questions

Should you have any questions regarding this opportunity, please contact Laura Najim at (803) 777-0364 or by email at LNajim@mailbox.sc.edu