Administrative Intern - Summer 2017

POSITION INFORMATION

Employer: Congressman Tim Walz

Division: N/A

Title: Administrative Intern - Summer 2017

Description: The Office of Congressman Tim Walz (MN-01) is currently seeking motivated, organized, and reliable full or part time interns for the Summer 2017 semester in Washington DC. Intern responsibilities include, but are not limited to, greeting visitors, answering phones, conducting US Capitol tours, sorting incoming mail, drafting letters to constituents, attending briefings, conducting legislative research and performing other administrative tasks as necessary.

We welcome interns from all academic fields and at both the undergraduate and graduate levels. Although many of our interns study political science and public policy, students with backgrounds in business, journalism, economics, law enforcement, environmental studies, and any number of other fields find that their congressional internships prove extremely valuable. Some interns arrange to receive academic credit from their colleges and universities, while others simply wish to take advantage of the educational and professional opportunity without receiving credit. Ideal candidates will have excellent written and oral communication skills, experience working in a professional setting, ability to work in a fast-paced environment, and enthusiasm for the political process and congressional operations. Minnesota ties are a plus, but not required.

Interested applicants should send a résumé, cover letter, and a brief writing sample to Imani Augustus at Imani.Augustus@mail.house.gov with "Summer Internship" in the subject line by Tuesday, April 11th. Minorities and woman are encouraged to apply.

LOCATION

Nationwide

City: Washington

State/Province: District of Columbia

Country: United States

Position Type: Internship
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<th>Salary Level</th>
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<tr>
<td>Job Function</td>
<td>Public Policy, Government, Law</td>
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