

Administrative Intern - Summer 2017

POSITION INFORMATION

Employer	Congressman Tim Walz
Division	N/A
Title	Administrative Intern - Summer 2017
Description	<p>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.</p> <p>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.</p> <p>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.</p>

Location

LOCATION

Nationwide
no

City
Washington

State/Province
District of Columbia

Country
United States

Position Type Internship

HOW TO APPLY

Interested students should submit all required application materials to Imani.Augustus@mail.house.gov by Tuesday, April 11th

Applications accepted via:
Other

IMPORTANT DATES

Posted On:
Apr 05, 2017

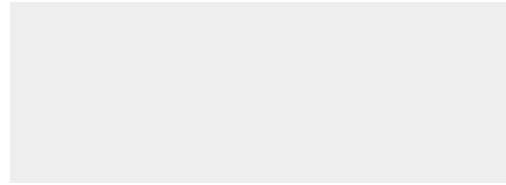
Applications Accepted Until:
Apr 11, 2017

CONTACT INFORMATION

Employer Congressman Tim Walz
Name Amanda Frie
E-mail amanda.frie@mail.house.gov

Salary Level unknown 

Job Function Public Policy, Government, Law



Help Desk: 703-373-7040 (Hours: Mon-Fri. 9am-8pm EST)

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