

Office of the Secretary

# Legislative INTERNSHIP



Interns will have **opportunities to:**

## Minimum Knowledge, Skills & Abilities

- Proficiency in Microsoft Office is preferred
- Current enrollment in an undergraduate or graduate degree program
- All Majors welcome
- Considerable interpersonal, oral & written communication skills
- Ability to work independently or in groups

**Special Note:** During the Legislative Session, some evening work may be required

To apply visit

[www.ct.gov/opm/internship](http://www.ct.gov/opm/internship)

Send completed application and materials to:

[opm.internships@ct.gov](mailto:opm.internships@ct.gov)

For further information contact:

**Bette Jenak**

Human Resources Unit

Email: [bette.jenak@ct.gov](mailto:bette.jenak@ct.gov)

Phone: (860) 418-6324

**The deadlines for applications are as follows:**

**Fall Semester – July 1**

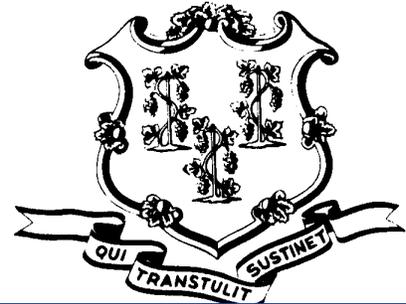
**Winter/Spring Semester- December 1**

**Summer Intersession - April 1**

*Late applications will be considered*

## Learn Valuable Job Skills & Experience

As a legislative intern at OPM you will learn how the legislative staff coordinates the development, design, and implementation of critical legislation that has an impact on multiple state agencies. This internship is unpaid and is a minimum of 10 hours per week. Visit us on the web: [www.ct.gov/opm](http://www.ct.gov/opm)



**Gain experience in the legislative process for the State of Connecticut** - See the role that the Office of the Secretary and OPM has in the legislature.

**Learn how legislative staff at OPM monitors critical legislation** - See the techniques used to monitor critical legislation and what impact legislation may have on the functions of state government.

**Observe how legislative staff tracks and helps to refine key legislation** - Learn what methods are used by legislative staff to try and pass a bill that is favorable to OPM.

**Learn about OPM's role in support of the Governor** -

See how OPM supports the Governor's initiatives and priorities by helping to pass legislation that is consistent with those priorities and helping to derail legislation that is not consistent with those priorities.

**Work with other interns on projects involving public policy** -

Build relationships with the other interns as well as learn about each person's unique experience.

