

**State of Connecticut**  
**GENERAL ASSEMBLY**



COMMITTEE ON LEGISLATIVE STAFF INTERNSHIPS  
LEGISLATIVE OFFICE BUILDING, ROOM 5150  
HARTFORD, CONNECTICUT 06106-1591

<b>Job Title:</b>	<b>Legislative Intern</b>
<u>Job Description:</u>	
To observe, learn and support the legislative process through direct experience performing a variety of assigned duties, participating in varied activities and trainings, and completing interrelated academic projects, during the legislative session.	
<u>Supervision Received:</u>	
Interns are assigned to one of the four CGA caucuses—House Democratic Offices, House Republican Offices, Senate Democratic Offices or Senate Republican Offices, and work under the direct supervision of those offices/staff, as well as the general supervision of the Legislative Internship Director.	
<u>Required Skills:</u>	
<p>Excellent verbal and written communication skills</p> <p>Critical thinking skills</p> <p>Knowledge of computer software including MS Outlook, MS Word, MS Excel, Canva</p> <p>Ability to deal effectively and tactfully with legislators, staff, and the public</p> <p>Strong desire to learn the legislative process</p> <p>Ability to take initiative</p> <p>Ability to follow directions</p>	
<u>Examples of Duties:</u>	
<p>Conduct research</p> <p>Attend public hearings, committee meetings, or other events to observe; gather information; or to assist with event technology</p> <p>Respond to constituents' needs via phone, e-mail, or in person</p> <p>Attend both House and Senate Sessions</p> <p>Write letters, citations, speeches, &amp; testimony</p> <p>Present testimony for a legislator or a constituent</p> <p>Assist legislative committees during public hearings</p> <p>Performs administrative duties to facilitate the legislative process including filing, sorting and distributing mail, and answering phones</p> <p>Track, analyzes, and report on proposed legislation</p> <p>Create, distribute, and tabulate surveys</p> <p>Serve as back-up for legislative aide</p> <p>Assist press staff with writing press releases and social media content</p> <p>Other duties as assigned</p>	
<u>Minimum Qualifications Required:</u>	
<p>18 years of age or older</p> <p>Undergraduate Student who has completed a minimum of 20 credits by program start (no more than 3 AP credits can be counted towards this minimum)</p> <p>A cumulative grade point average of at least 2.7</p> <p>Be registered for a course (varies by institution) in order to receive credit for the internship</p> <p>Note: Academic credits are awarded for program participation. These, and participation requirements, vary by institution</p>	