



State of Connecticut GENERAL ASSEMBLY



Legislative Internship Program

Job Title	Legislative Intern
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Job Description:

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.

Supervision Received:

Interns are assigned to legislative leaders, committee chairs, ranking members and individual legislators and work under the direct supervision of those offices/staff, as well as the general supervision of the Legislative Internship Director.

Required Skills

1. Excellent verbal and written communication skills
2. Critical thinking skills
3. Computer skills, knowledge of computer software including Microsoft Word and Excel
4. Ability to respond professionally to legislators, staff and the public
5. Strong desire to learn the legislative process through hands-on experience

Examples of Duties

- Conduct policy research
- Attend public hearings, committee meetings or other events, take notes, gather information or assist with event technology
- Respond to constituent needs via phone, email or in-person
- Attend House and Senate Sessions
- Write letters, citations, speeches and testimony
- Present testimony on behalf of a legislator or constituent
- Assist legislative committees during public hearings
- Perform administrative tasks such as data entry, filing, sorting, answering phones and mail distribution
- Track, analyze, and report on proposed legislation
- Create, distribute and tabulate surveys
- Serve as back-up to legislative aides
- Assist press staff with writing press releases and social media content
- Other duties as assigned

Minimum Qualifications Required:

- 18 years of age or older
- Undergraduate student, enrolled full-time in a college or university with a minimum of 20 credits (no more than 3 AP credits) by program start
- A minimum cumulative grade point average 2.7
- Registered in an internship course (varies by institution) to receive credit
- Note: academic credit is awarded by the college or university where the student is enrolled via the academic liaison assigned by the school for participation in the program. The amount of credit is determined by the school and the number of hours accrued through program participation.