



## 2020 student internship in government/communications

The state APSCUF office is seeking a junior or senior in political science, communications, journalism, or a related field to serve as a government relations/communications intern at the state APSCUF office building at 319 N. Front St. in Harrisburg. The student internship must be for academic credit under the supervision of a State System university faculty member. The successful applicant should have strong knowledge of government workings, as well as excellent oral and written communication skills. The intern will work under the supervision of both the communications and governmental-relations directors.

### WHAT YOU NEED TO KNOW

Each semester, APSCUF offers a paid internship in government and public relations for undergraduates attending a Pennsylvania State System of Higher Education university.

The APSCUF internship is a great opportunity for a student who is interested in government, politics, public affairs, journalism, or communications. APSCUF interns must be professional, self-motivated, and skilled communicators. Our recent interns have gone on to work in the legislature, lobbying, and the news media. Read first-hand accounts from the internship at [APSCUF.org/students/#internship](http://APSCUF.org/students/#internship).

### DUTIES WILL INCLUDE:

- Assist with tracking legislative issues and updating APSCUF members
- Assist in planning APSCUF events, such as Lobby Day
- Research policy issues
- Attend various legislative meetings and events
- Assist in coordinating grassroots lobbying at local campuses
- Prepare news releases, op-eds, and letters to the editor
- Assist in preparing copy for potential advertising
- Create publications
- Assist in editing video files
- Assist in updating APSCUF's social-networking sites
- Other duties as assigned

APSCUF will pay \$11 per hour, and interns are expected to work 35 hours each week, Monday through Friday. If a selected intern does not have local housing, APSCUF will provide housing in the Harrisburg area. The intern is responsible for electric, cable, and telephone, as well as transportation to and from downtown Harrisburg (Parking is not provided.).

**THE SUMMER 2020 INTERNSHIP BEGINS MONDAY, JUNE 1, 2020, AND CONCLUDES FRIDAY, AUG. 7, 2020. THE APPLICATION DEADLINE IS MONDAY, FEB. 17, 2020.** Applications sent by mail should be postmarked by this date. Applications sent electronically should be emailed by this date.

### WHAT YOU NEED TO APPLY:

1. Complete the internship application on the next page.
2. Obtain two letters of recommendation. One letter must be from an internship coordinator, supervisor, or department chairperson.
3. Provide a recent writing sample of 250 words.
4. Submit your application, résumé and cover letter, recommendation letters, and writing sample to:

**Dr. Kenneth M. Mash, APSCUF president**

**319 N. Front St.**

**Harrisburg, PA 17101**

(OR) email it to [kmorton@apscuf.org](mailto:kmorton@apscuf.org) (You may email application and mail recommendation letters separately.)

If you have any questions, please contact Kathryn Morton at [kmorton@apscuf.org](mailto:kmorton@apscuf.org).

Dr. Kenneth M. Mash  
APSCUF president



## 2020 student internship in government/communications **APPLICATION**

Name: \_\_\_\_\_

University: \_\_\_\_\_

Your address at school: \_\_\_\_\_

Permanent address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Best time to call: \_\_\_\_\_

Email address: \_\_\_\_\_

Classification during summer 2020 (check one):  Junior  Senior

*The APSCUF internship is for academic credit, so you must be an enrolled student during the internship.*

Major: \_\_\_\_\_

Minor (if applicable): \_\_\_\_\_ GPA: \_\_\_\_\_

Social-media handles (recommended but not required): \_\_\_\_\_

\_\_\_\_\_

Career interest: \_\_\_\_\_

\_\_\_\_\_

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How did you find out about this internship? \_\_\_\_\_

\_\_\_\_\_

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Submit your application, résumé and cover letter, recommendation letters, and writing sample to: **Dr. Kenneth M. Mash, APSCUF president, 319 N. Front St., Harrisburg, PA 17101** (OR) email it to **kmorton@apscuf.org**. You may email all application materials except recommendation letters and then mail recommendation letters separately.

If you have any questions, please contact Kathryn Morton at [kmorton@apscuf.org](mailto:kmorton@apscuf.org).