



2022 student internship in government/communication

The State APSCUF office seeks a junior or senior in political science, communication, journalism or a related field to serve as a government/communication intern for the state APSCUF office, which is based 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 government-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 communication. APSCUF interns must be professional, self-motivated and skilled communicators. Our 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.

DUTIES INCLUDE:

- Assist with tracking legislative issues and updating APSCUF members
- Assist in planning APSCUF legislative events
- Research policy issues
- Attend various legislative meetings and events
- Assist in coordinating grassroots lobbying
- Assist in preparing news releases and opinion pieces
- 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 2022 INTERNSHIP BEGINS TUESDAY, MAY 31, 2022, AND CONCLUDES FRIDAY, AUG. 5, 2022. THE APPLICATION DEADLINE IS MONDAY, FEB. 14, 2022. All application materials — except for letters of recommendation, which are preferred in digital form but may be sent by mail — should be sent electronically by this date. Any letters sent by mail must be postmarked by Feb. 14, 2022.

WHAT YOU NEED TO APPLY:

1. Complete the internship application on the last page of this document.
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, cover letter, résumé, writing sample and recommendation letters to kmorton@apscuf.org. We recommend including recommendation letters with your digital application materials, but, if you need to mail letters, send them to: Katie Jeffries, executive assistant to the president, APSCUF, 319 N. Front St., Harrisburg, PA 17101.

If you have any questions, please contact Kathryn Morton at kmorton@apscuf.org. Please see the following page for COVID-19 contingency information.

Dr. Jamie Martin

APSCUF president



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COVID-19 CONTINGENCY

During the continued COVID-19 pandemic, APSCUF staff members are operating in a hybrid working environment. Should this still be the case during all or part of the 2022 APSCUF internship, the majority of the internship will be remote and conducted over videoconferencing, phone and email. We are confident this still will provide an in-depth internship experience and varied opportunities. To get a feel for what a remote APSCUF internship is like, read our 2021 intern's post at:
www.apscuf.org/apscuf-intern-solidarity-and-humanity-are-keys-to-higher-education

APSCUF will not provide housing for remote/hybrid internships. (If you do not have access to stable, safe housing during the summer, please alert APSCUF during your interview.) Leading up to the internship start date, APSCUF will communicate with the selected intern about whether the internship will be in-person or remote/hybrid. Because we must reserve housing in advance and understand the need to make plans and arrangements for a move, we will alert the intern no later than mid-May as to whether APSCUF will provide housing (for an in-person internship).

We will expect a remote/hybrid intern to be available and accessible during APSCUF's normal office hours, but the intern will only be required to work the minimum number of hours necessary to receive full internship credit. For example, if an intern's university requires 120 hours of work for three credits, the intern may plan to log 12 hours per week during the 10-week internship, but they may work longer, in communication with their supervisor.

Should it be safe to do so during a remote/hybrid internship, APSCUF staff may invite the intern to attend limited in-person, socially distanced experiences, but these are not guaranteed — nor will they be required, if the intern is not comfortable participating or if the intern's university prohibits in-person activities. APSCUF will reimburse for parking, for such events.



2022 student internship in government/communication APPLICATION

Name: _____

University: _____

Your address at school: _____

Permanent address: _____

Phone number: _____ Best time to call: _____

Email address: _____

Classification during summer 2022 (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: _____

How did you find out about this internship? _____

Submit your application, résumé, cover letter, recommendation letters and writing sample to **kmorton@apscuf.org**.
If you are unable to email recommendation letters, you may mail letters only, postmarked by the application deadline,
to **Katie Jeffries, executive assistant to the president, APSCUF, 319 N. Front St., Harrisburg, PA 17101**.

If you have any questions, please contact Kathryn Morton at kmorton@apscuf.org.