

Internship (Full-time/40 hours per week)

Interns work in all areas of the office. Responsibilities include research, writing and editing responses to constituent letters and requests; attending hearings and briefings in specific legislative areas; carrying out projects in specific issue areas; performing a variety of administrative tasks including working in the mailroom, and fielding calls from constituents and greeting visitors. Applicants must demonstrate a generally positive attitude towards the Senator's political agenda. See www.kerry.senate.gov for relevant information about Senator Kerry.

- Time:** The internship will begin at the end of May or the beginning of June and last for 10 weeks. This is a full time position (40 hours per week).
- Housing:** Interns are responsible for finding and financing their own housing. Career Services has a booklet of possible sites on reserve. Janet Neely at Career Services will provide assistance.
- Requirements:** Political Science major or minor 3.0 GPA (minimum)
Massachusetts resident
The successful applicant must be willing to return to SSU to discuss their internship experience with other students.
- Compensation** From the Senator's office: stipend of \$250.00 per week.
From Salem State University: grant of \$3,000.00 for the summer
- Academic Credit** The intern will be eligible to earn up to 12 credits. Determination of actual credits will be made by the Departmental Chair. Academic requirements will be discussed during the interview.
- Application Packet** The application includes:
- Goal statement (100-200 words) outlining what you hope to gain through the experience
 - Cover letter (include a reference to the Salem State University reserved slot)
 - Resume
 - Writing sample (3-5 pages)
 - At least two letters of reference
 - Completed application (available from Career Services)
- Applicants are expected to have the goal statement and writing sample reviewed by the Writing Center and the Resume/Cover Letter reviewed Career Services prior to submitting the application packet. See Janet Neely, Career Services, for assistance in assembling your application and preparing for the interview.***
- Timeline** The selection process includes:
- Applications should be submitted to faculty representative, Professor Jennifer Jackman, by Friday, November 12, 2010.
 - Each applicant will be interviewed by the Political Science faculty.
 - Dean Jude Nixon will conduct a second interview with the top candidate(s).

For information and support please contact:

Faculty Representative:
Professor Jennifer Jackman
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Career Services Contact:
Janet Neely
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