Opening: INTERNSHIP IN HONOLULU!

2015 Legislative Internship Program

Applications are now being accepted for the Spring 2015 Legislative Internship Program. One intern will be accepted for this program and will be placed in the State Capitol office of State Senator Gilbert Kahele. Interns are involved in a wide variety of legislative matters, from research and bill drafting to constituent services. The intern’s primary responsibilities will include assisting with committee work and tracking projects by interacting with all levels of government, stakeholders and community members. It is an excellent opportunity to learn about the legislative and political process from a first-hand point of view. A number of previous interns have gone to work full-time in the legislature after graduation as members of the staff, or in one case as a legislator.

Applicants must be full-time students (carrying 12 credits or more) and have taken at least one Political Science class. They must be at least sophomores with a cumulative grade point average of 2.5 in their major.

Credit

The selected intern must take PoS 481 for 15 credits (Credit / No Credit only). The requirements for the internship will be provided to all applicants selected for an interview. This is a full-time (40 hours per week) position which lasts for approximately the entire semester, and may involve working overtime and weekends.

Stipend and Tuition

The selected intern will receive $3000 (pre-tax) which is intended to assist with tuition and fees, inter-island air fare between Hilo and Honolulu, and housing. The Senator’s office will provide an additional $600 (pre-tax) monthly stipend. An additional stipend to cover approximately $1,700 of tuition will be provided through the College of Arts and Sciences Dean’s Office (all stipends are pending availability of funds).

For application forms, please see Professor Belt in UCB 359 or go to: http://www.uhh.hawaii.edu/~tbelt/Internships.html

Deadline Extended: 3:00pm on Thursday, December 4, 2014!
INTERNSHIP APPLICATION
OFFICE OF STATE SENATOR GILBERT KAHELE

Name: __________________________________________ Date: __________________

Permanent Address: ________________________________________________
____________________________________________________________________
Telephone: __________________________
Email: ______________________________
Student ID #: _______________________

Temporary Address: ________________________________________________
(if different)
____________________________________________________________________
Telephone: __________________________

Academic Information
(Schools attended, begin with current school and include high school)

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College advisor’s name/phone #: ________________________________________________

Year in School: ___________________ Graduation Date: ___________________

Major: __________________________ GPA: ______________

School/Community Activities:
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Previous Employment

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Skills applicable to internship (typing, research, computer, other):

References (list names, addresses and phone numbers of 3 people who have known you for some time and who are not related to you)

Name: _____________________________________
Address: ___________________________________
Occupation: _________________________________ Telephone: ________________________

Name: _____________________________________
Address: ___________________________________
Occupation: _________________________________ Telephone: ________________________

Name: _____________________________________
Address: ___________________________________
Occupation: _________________________________ Telephone: ________________________

Attach a 2-page (maximum) statement of your specific legislative interests and any other reasons for your interest in participating in this internship program, a 2-3 page sample of your writing, and any additional information (such as letters of recommendation or a resume) that may be useful.

Application for this internship implies consent to contact references and consent to verification of academic record by reference to transcripts on your STAR report.

Applications and requested information must be received by Professor Todd Belt by 3:00 PM on Thursday, December 4, 2014. Turn in a hard copy of your application directly to Professor Belt in UCB 359, or to his mailbox in UCB 308. For further information, please contact Professor Belt at 808-932-7131 or tbelt@hawaii.edu