

**A FIERCE ADVOCATE
FOR MINNESOTANS**

U.S. SENATOR TINA SMITH ST. PAUL INTERNSHIP



How to Apply

If you are interested in an in person internship in Senator Smith's St. Paul office, please send your resume, cover letter (indicating weekly availability), and three references (name and contact information including email and phone numbers) to mninterns@smith.senate.gov, or fax to (651) 221-1078.



Summary

Interning in our St. Paul office is a unique and exciting experience. You'll learn how an elected official's office serves its constituents and how our staff help Minnesotans navigate federal agencies. You'll also have insight on how the Senator's staff act as the "eyes and ears" for her in the state.

Deadlines:

Fall	15 Hours per Week	July 15th
Spring	15 Hours per Week	November 15th
Summer	3 Full Days or 5 Half Days	March 15th



Benefits


- Monthly stipend
- In-person experience in government
- One-on-one mentorship
- Access to congressional database for research projects
- Being paired with staff members according to the intern's interest
- Attend private meetings and events involving the Senator





Responsibilities


- Answering phones and record constituent concerns
- Assisting constituent services and outreach staff with casework and related tasks
- Assisting outreach staff with research and various tasks
- Attending meetings with outreach staff
- Assisting scheduling and communications staff
- Unique tasks based on needs of the staff and the office

Questions?

 651-221-1016

 60 Plato Boulevard E, Suite 220, Saint Paul, MN 55107

 mninterns@smith.senate.gov

 www.smith.senate.gov/services/internships