

OFFICE OF THE GOVERNOR INTERNSHIP PROGRAM

Governor Musgrove's Internship Program is designed to provide students with an opportunity to gain hands-on experience in Mississippi government. While acquiring invaluable work experience for a 10-week or a 13-week period, the intern serves as a staff member with professionals in a career of interest to the student. College juniors, seniors, and master's level students in any academic discipline are encouraged to participate. Academic credit may be gained if the internship is approved by the student's college or university.

Governor's office interns work alongside staff in the following areas:

- **Boards & Commissions** - The Governor is required to make a large number of appointments to working boards and commissions. This is an on-going, never-ending process that requires attention to detail as well as interaction with the public. Responsibilities of this position include research into the functions of the board as well as statutory requirements or limitations, database management and light administrative duties.
- **Citizens and Community Services** - Most requests, questions, or concerns from citizens are processed through the Office of Citizens and Community Services. Interns who work here will have an opportunity to help respond to letters and requests for information from the public as well as attend events outside the office, work with local entities applying for grants from public and private sources, and interact with other government agencies.
- **Communications** - Interns work with the Governor's communication director and photographer to generate press releases, organize media events and maintain the Governor's web page. Interns will also manage daily press clippings. Writing skills are a must, and knowledge of the Internet and/or photography is helpful, but not essential.
- **Legislative Affairs** - (SPRING ONLY) Working closely with the Governor's legislative liaisons, bill trackers and legislative liaisons from the various state agencies, these interns will have an opportunity to explore the executive-legislative relationship and while working within the unique environment of the legislative session.
- **Policy & Planning** - The Governor's policy arm works internally and with state agencies to develop new and innovative ways of improving public service and the lives of every Mississippian. From public finance to public health, interns will have the opportunity to do area-specific research, work on independent projects and interact with state agencies.
- **Scheduling & Advance Coordination** - The scheduler processes all requests for appearances and appointments. Interns can help to arrange logistics, advance events, help the scheduler respond and acknowledge all requests by working with the scheduler.
- **Washington, DC Office** Working closely with the Governor's Washington, DC Director, these interns will have an opportunity to work on the Governor's federal priorities. Interns will track and influence Federal legislation and regulations while working with the staff of 37 other governor's through the National Governor's Association.

Based on the information provided, students will be placed in the area most closely identified with the student's major or area of interest. Students are accepted based on: 1) meeting the basic academic requirements; 2) submission of completed application and requested paperwork; and 3) availability of internship openings in the area of interest or major.

INTERNSHIP PROGRAM
Office of the Governor
P.O. Box 139
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Thank you for your interest in the Governor's Internship Program.