



Pennsylvania Office of Attorney General Public Administration Internship

The Office of Attorney General is responsible for protecting the safety and rights of the people of Pennsylvania. In addition to professional investigative agents and attorneys, that effort requires a dedicated staff of public servants with varying backgrounds: researchers, communications professionals, policy experts, graphic designers, accountants, and administrative specialists just to name a few.

The OAG Public Administration Internship program invites current undergraduate and graduate students to join our team for a semester or more. OAG interns work alongside senior-level professionals to gain valuable hands-on experience and an appreciation for the application of one's talents to public service. Interns work on a dynamic range of projects with real impact, and receive constructive feedback that helps them build the skills of a valuable public administration professional. All interns also participate in educational programs on topics such as ethics, criminal justice, and government careers during their time at OAG.

If selected, interns are offered a position with a specific office based on the applicant's background and preferences.

Possible Placements Include:

Executive Staff | Harrisburg

Press Office | Harrisburg & Philadelphia

Government Affairs | Harrisburg

Public Engagement | Harrisburg & Philadelphia

Drug Diversion Programs | Lemoyne

Creative & Digital | Harrisburg*

*Litigation Support Accounting** | Harrisburg*

*Policy and Planning *** | Philadelphia*

Specific responsibilities of all Public Administration interns may include:

- Conducting outreach to and communicating with officials in OAG, other government agencies, and independent groups;
- Conducting research on various subjects;
- Managing databases and analyzing data;
- Drafting memos to convey important information on various subjects;
- Assisting with event planning and logistics coordination;
- Writing and editing official correspondence;
- Designing graphics for digital and printed media;
- Interacting with members of the public and providing information;
- Performing other tasks as needed.

Minimum Qualifications:

- Currently enrolled and in good standing with a college or university;
- Proficient in the Microsoft Office suite;
- A strong academic record, writing, and research skills.

Application Instructions:

- Apply online at <http://bit.ly/2Ar4e9Z>. Attach 4 documents to the online application:
 - The completed Intern Preferences Form (<http://bit.ly/2EtX5cA>)
 - Your Cover Letter & Resume as one file,
 - Unofficial copies of transcripts from all colleges you've attended as one file,
 - A brief (1 to 5 page) writing sample.
- * Applicants wishing to work in our *Creative & Digital* office must also submit 2 samples of digital or print graphic design work.
- ** Applicants wishing to work with in our *Litigation Support Accounting* office must describe their background in accounting and related topics in their resume or a separate statement.
- *** Currently enrolled graduate students in a policy-focused program are greatly preferred for the Policy and Planning internship.
- If selected, applicants will be required to submit to a records check and/or background investigation depending on the position.

Contact Brian Kennedy (717-772-3558 – bkennedy@attorneygeneral.gov) for questions or assistance.