

STATE OF MISSISSIPPI

OFFICE OF THE GOVERNOR, RONNIE MUSGROVE

INTERNSHIP PROGRAM

(Effective July 28, 2000)

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 Citizen 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 while working within the unique environment of the legislative session.
- **Office of the First Lady** – These interns will work closely with the First Lady and the Governor's Office to assist the First Lady with her responsibilities and her demanding schedule. Job functions will vary.
- **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 and with the First Family.

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.

Please fill out the application and return it along with the other requested information to:

INTERNSHIP PROGRAM

Office of the Governor
P.O. Box 139
Jackson, MS 39205-0139
Attn: Erich Howard

Thank you for your interest in the Governor's Internship Program.