

STATE OF MISSISSIPPI 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. By offering 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. All positions require excellent writing and communication skills, as well as superb organizational skills and attention to details:

- **Citizen and Community Services** - This office interacts with the general public. Any requests, questions, concerns or comments for the Governor from citizens are processed through the Office of Citizen and Community Services. Interns who work in the Citizen and Community Services Office help respond to letters and requests for information from the public. This is a public-relations position.
- **Scheduling** - The scheduler handles all requests for the Governor to appear at events around the state and throughout the country. Interns help research requests, advance events and help the scheduler respond and acknowledge all requests.
- **Press Relations/Media Communications** - Interns work with the Governor's press secretary to generate press releases, organize media events and maintain the Governor's web page. Interns are also required to manage daily press clippings. Knowledge of the Internet and photography is helpful, but not essential.
- **Policy** - When the legislature is in session, the Governor's policy assistants often require intern support. Interns attend special sessions and committee meetings on behalf of the Governor's office.
- **Boards/Commissioners Appointment** - Interns work with the Governor's liaison to the Executive Council, boards and commissions. Responsibilities of this position include database management and light administrative duties.

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 opening 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: Intern Program

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