



# Georgia Legislative Internship Program

*Molding Georgia's Leaders*

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***[www.legis.ga.gov](http://www.legis.ga.gov)***





*Georgia Legislative Internship Program*  
**A Semester at the Capitol**

- Full-time paid internship
- Only for Seniors & Juniors currently enrolled in a Georgia college or university
- Open to all majors
- Students must be able to receive school credit for the internship





## *About the Program*

*Welcome to the Georgia Legislative Internship Program. For over 40 years, Georgia colleges and universities have been providing the General Assembly with outstanding interns each session. During this internship, you will receive firsthand experience of the legislative process. With the help of Georgia State University, schools submit applications for their most promising students to be chosen.*

*During your time at the State Capitol, interns gain knowledge of the how state government works, how the legislative process works, along with making lifelong career contacts and friendships.*





Dear Prospective Intern,

Thank you for your interest in the Georgia General Assembly's Legislative Internship Program – one of the nation's oldest educational internships to focus on the state legislative process. Our hope is that this opportunity allows you to gain valuable experience while working alongside members and staff under our Gold Dome.

You will be a part of history as it is made throughout the legislative session. I hope you will be joining us as a member of the next internship class, and I wish you well in your studies.

Best Regards,

Jon G. Burns

Georgia's 75<sup>th</sup> Speaker of the House





Dear Legislative Aide,

Welcome to the Georgia General Assembly! As President Pro Tempore of the Senate, I would like to congratulate you as you onboard for the position of Legislative Aide within the Georgia State Senate. I thank you for your willingness to assist the Senate through its legislative service to our state. While you are here, it is my hope that you will gain valuable knowledge and insight into Georgia's legislative process first-hand.

On behalf of my Senate colleagues, I hope your time here will help you understand the role that public service plays both under the Gold Dome and across the state. Legislative Aides are a vital part of the day-to-day operations during the 40-day legislative session. For many, this experience has inspired young men and women to pursue a calling to public service, such as running for elected office or choosing a career that allows them to serve their state and country. I encourage you to make the most out of this experience, cultivate new skills, meet new people and never be afraid to take on new challenges.

During your time here, it is important to note that Senate Staff and Legislative Aides should hold themselves to a higher standard of conduct and professionalism while in the Capitol and beyond. I trust that if you have accepted this position, you are well aware of the service that each member of the Senate seeks to deliver to their constituents and that requires us all to be diligent during our time serving the state.

Again, your willingness to help our Senate members during the legislative session is honorable. I truly wish that you find this experience rewarding, educational and most of all, fun! I look forward to seeing you around the Capitol! Please do not hesitate to reach out to my office if I can ever be of assistance to you.

All my best,

A handwritten signature in black ink, appearing to read "John F. Kennedy".

Senator John F. Kennedy  
President Pro Tempore, Georgia Senate







**JOIN**

***"You cannot escape the responsibility of tomorrow  
by evading it today." - Abraham Lincoln***





# See it from within... *Experience is*

With multiple placement options, intern assignments are designed to give you balanced experiences and various opportunities to gain insight and knowledge into the legislative process.



## LEADERSHIP

One intern each is selected each session for placement in the leadership offices of the General Assembly. These interns facilitate the flow of legislative information between the leadership offices within the Georgia General Assembly

### Majority Offices

This is a unique placement where you find yourself deeply integrated into the legislative summarization process, providing members with understanding and emphasis into each piece of legislation.

### Minority Offices

These internship opportunities place a student under the supervision of the Minority Leader and Minority Whip's office operations. With needs ranging from communications assistance to legislative tracking, this internship is key to these office's effectiveness.



## COMMITTEES

### One to One

Some committees are larger than others and contain many subcommittees within their legislative structure. As the intern for these committees, you will be responsible for assisting committee staff with their legislative duties.

### One to Many

Most committees share legislative staff. In the role as intern for these committees, you will be responsible for the setup of legislative hearings, agenda preparations, research, constituent services, and bill tracking throughout the legislative session for several committees.



## COMMUNICATIONS

### Print Press

This internship is responsible for taking all floor proceeding notes, drafting press releases, radio & TV scripts, and additional duties.

### Telecommunications

Each session, the House employs 3 interns to direct and produce the video functions of the 'House Legislative Network.' This is a system of live broadcasting, graphic design, and editing of House floor proceedings, committee meetings, press conferences, and Member interviews. use.

## OTHER OFFICES

- LEGISLATIVE COUNSEL
- CLERK OF THE HOUSE



# APPLICATION PROCESS

- All applicants MUST complete an application – found at [www.legis.ga.gov/intern-program](http://www.legis.ga.gov/intern-program)
- Submit the completed application to your College Coordinator via email as a single PDF file
- College Coordinators must turn in the completed application by Tuesday, October 15, 2024 to:  
Dr. Stephanie Kerce, Director G.L.I.P.  
[glip@gsu.edu](mailto:glip@gsu.edu)
- DEADLINE: Check with your College Coordinator for your campus's deadline

## IMPORTANT DATES:

- Application Deadline from Colleges: October 15, 2024.
- Candidate Interviews: Week of October 21, 2024
- Intern Placement Interviews: Mid December 2024
- Intern Orientation: January 8<sup>th</sup> – 10<sup>th</sup>, 2025
- Legislative Session begins:  
Monday, January 13, 2025

## PROGRAM INFORMATION

- Students must be a junior or senior in a college or university in the State of Georgia at the time of the internship
- Applicants must NOT have graduated prior to the beginning of the legislative session
- Students must receive school credit from their college or university
- This is a full-time, paid internship – each intern will receive a stipend of \$300.00 per week
- Work hours are generally 8:00 a.m. – 5:00 p.m.; however, office hours can fluctuate on a daily basis
- Students are advised NOT to take any classes while serving as an intern
- If necessary, classes taken online or after work hours are acceptable. Please notify your College Coordinator and Dr. Kerce if you plan to take classes



# CONTACT INFORMATION

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Georgia General Assembly

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Georgia Legislative Internship  
Program

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