

Columbia, SC

Office of U.S. Senator Lindsey Graham, Administrative Intern

Application deadline for fall semester: July 15

Application deadline for spring semester: October 31

Application deadline for summer semester: March 15

Senator Lindsey Graham's Midland's office is accepting applications for internships next semester. This **unpaid** internship is a wonderful opportunity for students interested in pursuing a career in politics or government. Interns will provide administrative support, assist in constituent relations, and will have the opportunity to network and build professional relationships in South Carolina state government. Ideal candidates will have previous leadership and civic experience, excellent communication skills and a passion for public service. Candidates must have reliable transportation.

Responsibilities

- Handle mail and assist with answering phones
- Compile research
- Write legislative correspondence
- Help with scheduling requests
- Assist with management of the constituent database

Eligibility

- Enrolled in the College of Arts and Sciences (Applicable to all majors; not just political science)
- Sophomore, junior or senior standing
- A minimum 3.0 GPA overall

How to Apply

Please submit the following information to Laura Najim at LNajim@mailbox.sc.edu with the subject line "Last name, first name – Senator Graham's Office C001"

- Resume
- Cover letter
- A digital copy of your class schedule once you have enrolled for the upcoming semester
- Please indicate how many hours per week you are available. Selected students will be asked to dedicate a minimum of twelve hours per week to the internship program. Office hours are 8:30 am – 5:00 pm. Preference is given to students who can work 6 – 8 hour shifts.

Questions

Should you have any questions regarding this opportunity, please contact Laura Najim at (803) 777-0364 or by email at LNajim@mailbox.sc.edu