INTERNSHIP PROGRAM OVERVIEW

ELIGIBILITY

Ideal applicants will demonstrate strong academic, communication, and leadership skills, along with an interest in the legislative process and federal government. Applicants generally are students who have completed at least one year of college. While the office considers all qualified individuals, preference is given to North Dakota residents or individuals attending an academic institution in North Dakota. Post-graduate students and individuals from all academic disciplines are encouraged to apply.

INTERNSHIP DUTIES

The United States Congress has a long and rich history of Congressional internship programs. These programs provide students from across the country with an incredible opportunity to learn about the United States government and legislative process. Senator Hoeven invites students to join in this experience by interning with one of his offices in Washington or North Dakota.

Students interning with Senator Hoeven's office can expect to work closely with staff on a variety projects, including communication, legislative, constituent, and administrative work. Interns frequently assist with research, constituent casework, tracking legislation, and Capitol tours. They also have the chance to attend committee hearings and other Congressional meetings and events.

Interns working in one of Senator Hoeven's state offices share many of the same experiences as those who intern in Washington, with an emphasis on assisting with local events and issues.

Senator Hoeven's office strives to cultivate an interesting, informative, and enjoyable internship program, working to see that interns have the opportunity to explore issues of particular interest to them.

DATES & HOURS

Our office offers fulltime and part-time positions. Fulltime applicants are preferred in Washington. Part-time positions are available in the state offices. The office will work with individuals to try to accommodate specific schedules.

Fulltime hours in the Senator's Washington office typically total 40 hours a week, and standard work hours run from 9:00 a.m. until 6:00 p.m.

PROGRAM LOCATIONS

Senator Hoeven offers internship opportunities in his Washington office as well as his Bismarck and Fargo state offices.

SESSION DATES & DEADLINES

Senator Hoeven offers three internship sessions during the year:

Spring Term (January – May)   Application Deadline: November 1
Summer Term (June – August)   Application Deadline: March 1
Fall Term (September – December)   Application Deadline: July 15

APPLICATION PROCESS

To apply for an internship, each applicant must submit the following items by the application deadline:

- Completed Application Form
- Current Resume
- Cover Letter
- One Letter of Recommendation (photocopies are acceptable)

Completed applications must be submitted by the established deadline. Applications submitted after deadline will not be considered. Because security screening creates lengthy delays to the delivery of mail to the United States Capitol, **all completed applications must be submitted electronically.**

> →**Applications (completed application form, resume, two letters of recommendation, and essay response) must be emailed to intern@hoeven.senate.gov.**

HOUSING, TRAVEL, & STIPEND

Interns are responsible for securing housing. Senator Hoeven's office will provide Washington, D.C. interns with a listing of local housing suggestions to assist in this process.

Each intern is responsible for travel accommodations to and from the office where they work.

All interns will receive compensation for their work.

ACCADEMIC CREDIT

Students are welcome and encouraged to seek course credit for their internship. It is the responsibility of each student to work with his/her academic institution to arrange details for proper accreditation. Senator Hoeven's office will work with the student and school to provide information needed for this process.

QUESTIONS

Please address any questions to Senator Hoeven's Intern Coordinator, reachable at 202-224-2551 or intern@hoeven.senate.gov.