

## **2024 CENTER FOR RURAL PENNSYLVANIA INTERNSHIP GUIDELINES**

**\*SEE PAGE 3 FOR APPLICATION REQUIREMENTS AND INSTRUCTIONS. DEADLINE TO APPLY IS APRIL 15, 2024.**

### **Introduction**

The Center for Rural Pennsylvania, a legislative agency of the Pennsylvania General Assembly, collects data, conducts research, and develops policy and program recommendations for the General Assembly to address the needs of our state's 3.4 million rural residents.

The Center offers internships to undergraduate or graduate students enrolled in a degree-seeking program in political science, public administration, economics, sociology, law, or a related field. A student must be enrolled at a postsecondary institution and have an interest in policy affecting rural Pennsylvania communities.

Opportunities are available for interns to conduct primary research on issues affecting rural communities or for projects exploring and analyzing secondary data to identify emerging rural trends in Pennsylvania and nationwide. In addition, interns will assist Center staff with policy research or analysis, attend external Center meetings, and observe relevant House and Senate hearings.

The Center may offer fall, spring, and summer internship opportunities. Fall internships typically begin in late August and end in early December; spring internships typically begin in mid-January and end in mid-May; and summer internship timelines are flexible.

### **Eligibility**

- Students who have successfully completed at least four semesters of full-time study (or the equivalent) of undergraduate coursework in political science, public administration or policy, economics, sociology, or another related analytical field and are actively enrolled in a degree-seeking program at an accredited college or university.
- Must be able to work on location at the Center's Harrisburg office for a minimum of 15 hours per week. Particular days and hours will be discussed at the time of hiring. Total hours per week will not exceed 29.
- Must provide own transportation to and from the Center's Harrisburg office.
- Completed application and research project proposal.
- Provide two references, with at least one from a college-level instructor or professor.
- Interview in person or via Zoom.

### **Intern Responsibilities**

- Produce an original policy research report on an issue pertinent to rural Pennsylvania during the course of the internship and deliver a presentation.
- Assist with Center publications by editing content, performing background research, formatting, or analyzing data (Newsletters, Datagrams, etc.)
- Attend relevant meetings with Center staff, or legislative meetings and hearings.
- Review and comment on Center research proposals.
- Assist Center staff with other projects as needed.
- Keep track of hours worked.
- Meet with staff regularly to discuss progress on projects.
- Perform other duties as assigned.

### **Center for Rural Pennsylvania Responsibilities**

- Provide a workspace for the intern and equipment, software, and supplies *in the office* as needed.
- Provide ongoing assistance for the intern's research project including:
  - Identifying and accessing information for research projects
  - Methodological and analytical guidance.
- Provide parking or parking reimbursement.
- Provide transportation or transportation reimbursement for any external Center events outside of Harrisburg, Pennsylvania.

### **Compensation/Stipend**

- Hourly compensation will be provided. The hourly rate will be determined by the Executive Director.
- No intern is eligible to work more than 29 hours per week.

### **Selection Criteria**

Eligible candidates will be evaluated based upon the completed application, the research project quality, and an interview. The ideal applicant will also possess or demonstrate the following attributes or skills:

- Enthusiasm and interest in policy, government, and rural research projects.
- Qualitative or quantitative research experience or related upper-level coursework.
- Analytical reasoning.
- Ability to work independently and collaborate as part of a project team.
- Ability to interact effectively with a diverse group of individuals and public officials.
- Excellent writing skills.
- Proficiency using Microsoft Office, including Excel. Proficiency in using other statistical software is a plus.
- Excellent verbal communication skills.
- Familiarity and comfort with a professional workplace environment.

**Application Requirements and Instructions (SUBMIT ALL LISTED MATERIALS AS ATTACHMENTS VIA EMAIL TO [lhinson@rural.pa.gov](mailto:lhinson@rural.pa.gov)):**

- Download and complete the “Center for Rural Pennsylvania Internship Application 2024” form. Attach the completed form.
- Attach resume.
- Attach academic transcript (can be unofficial).
- Attach names and contact information for **2 references**.
- Again, email all completed attachments to [lhinson@rural.pa.gov](mailto:lhinson@rural.pa.gov).