

INTERNSHIP REQUEST FORM

(Section 1) Requesting Department Information

Department/Division	Broome County Legislature
Mission Statement	To increase participation of local students in County Government and increase the productivity of the County Legislature
Contact Person Information	Name: Eric S. Denk Title: Clerk of the Legislature Email: LegClerk@co.broome.ny.us
	Phone: 607-778-2131 Fax: 607-778-8869
	Address: Edwin L. Crawford County Office Building Government Plaza/ P.O. Box 1766 Binghamton, NY 13902
Send Applications Via	<input checked="" type="checkbox"/> Email <input type="checkbox"/> Phone <input checked="" type="checkbox"/> Fax <input checked="" type="checkbox"/> Mail
Date Form Completed	11282007

(Section 2) Internship Information

Position Name	Legislative Intern
Job/Project Description	Conduct confidential research and administrative staff work for the County Legislature. Serve as a resource person and act as a communicator with the Executive branch, Law Department, Audit and Control Department, and other departments. Research and present ideas used by other New York Sate Counties. Schedule and organize meetings between legislators and agencies. Work closely with local government leaders on county and municipal concerns. Prepare and present data and reports clearly and concisely for County Legislators. Compose constituent reply and other governmental correspondence. Intern will gain exposure to the relationship between local government and other levels of government.
Experience/Skills Desired	Education/background in a field applicable to government and customer service
Additional Notes	This office offers both for-credit and non-credit internship programs for graduate and undergraduate students. The internship may be completed during the Fall Semester, Spring Semester, January break, or Summer break. Internships in this office are non-paid. If you plan to seek academic credit, it is the student's responsibility to make those arrangements. Your internship supervisor or I will sign whatever documents that have to be signed to notify your college or university that you have completed the internship requirements.

	Please contact this office at your convenience to set up a personal interview. An interview can be scheduled at a time that is convenient for you. This can be done during business hours or outside of business hours. If you have a resume, please plan to submit a copy of it prior to the interview. If you do not have a resume, please schedule the interview anyway.
Time Preference	<input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Full Time <input type="checkbox"/> No Preference

(Section 3) Compensation

**Interns must be paid according to the current year's pay schedule and according to classification*

Compensation*	Unpaid
School Credit	<input checked="" type="checkbox"/> Credit <input type="checkbox"/> Non-Credit <input type="checkbox"/> No Preference

(Section 4) Internship Availability – Check All That Apply

Type of Intern Desired	<input checked="" type="checkbox"/> HS <input checked="" type="checkbox"/> College <input checked="" type="checkbox"/> Grad <input type="checkbox"/> Law
# Of Positions Available	3
Time Period	Fall