

**OFFICE OF SENATOR LISA MURKOWSKI
2016 HIGH SCHOOL
INTERN APPLICATION**

Senator Lisa Murkowski
709 Hart Senate Office Building
Washington, D.C. 20510-0203
(202) 224-6665
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OVERVIEW

Senator Murkowski's high school intern program is an opportunity for newly-graduated Alaskan high school students to spend three weeks in our Washington, D.C. office to learn more about the workings of the United States Senate and the federal legislation that affects Alaska. We select a total of twenty students from all areas of Alaska to participate in two, three-week sessions.

The office also selects two college students to oversee the program and coordinate various planned events, as well as to supervise and provide peer support for the interns. Although interns spend much of their time under the supervision of the college coordinators, we expect a significant level of maturity and responsibility from all our interns. Interns will live on their own in a college dorm setting and be able to explore Washington D.C. on their own time.

The internship is designed to be a great learning experience as well as a chance for Alaska's young people to enjoy all that Washington, D.C. has to offer. Please be aware that we have a zero tolerance policy for alcohol and drug use. Interns who violate this policy will be sent home at their own expense.

WHO MAY APPLY

Senator Murkowski's intern program is open to Alaskan high school students completing their senior year.

QUALIFICATIONS

We are looking for independent and mature applicants who can take the initiative to make the most of their opportunity in Washington, D.C. We expect interns to be capable young Alaskans who realize their actions reflect upon their family, the State and the Senator.

WHEN

There are two sessions, lasting three weeks each. The first session runs from May 31 – June 17, 2016, and the second session runs from June 20 – July 8, 2016. You should designate which session you would prefer to attend on the application. You may participate in one session only.

ACTIVITIES

Office hours are from 9:00 a.m. to 6:00 p.m. Professional business attire is required for both men and women.

Office activities include assisting the staff with daily assignments, attending hearings and committee business meetings, composing articles for the intern newsletter, and accompanying Senator Murkowski and her staff during their daily routine.

Interns will have the opportunity to attend a number of educational tours and events. Past events have included visits to the National Zoo, the Smithsonian Museums, Gettysburg battlefield, the Baltimore Aquarium and many more.

EXPENSES

The interns will be housed in double rooms with kitchenettes in George Washington University's (GWU) dormitories. The college coordinators will make room selections and assign roommates among the ten interns for each session.

Interns are responsible for the cost of housing. Housing will cost about \$1500.00 per intern for the session, payable by the interns before their arrival. While the housing is costly, the location of GWU and the kitchenettes will considerably lower the daily expenses for the interns.

Interns will be required to pay for transportation to and from Washington D.C. Travel plans will be coordinated with Senator Murkowski's office.

Daily transportation to and from the office via the Metro will be provided by the office. Interns can plan on spending approximately \$25/day on food. However, interns can significantly lower the cost of food by purchasing groceries and using the kitchenettes in their rooms.

SALARY

Interns will be paid a stipend of \$1,375 per two week period, for a total stipend of approximately \$2,063 for the full session. Payments are received in two-week installments on the 5th and the 20th of the month, following the interns' first day in the office. This stipend is subject to applicable taxes.

The stipend is paid out of the office budget and will defray costs incurred from housing and air travel. However, interns must come financially prepared for their daily expenses.

It is important that interns budget ahead of time how much money they will have available for extracurricular activities and not rely on their paychecks.

ELIGIBILITY

In order to be eligible for employment by the U.S. Senate you must:

1. be a United States citizen; or
2. be lawfully admitted for permanent residence and is seeking citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B).

If you are not a U.S. citizen please contact Senator Murkowski's Washington D.C. office to verify your eligibility.

HOW TO APPLY

We are seeking a variety of active and enthusiastic Alaskans from all over the State to fill a total of twenty positions. Since there are more applicants than positions available, please apply as soon as possible. The attached application must be received by 11:59p.m. AKST on March 10, 2015. Online and faxed applications are preferred.

**Senator Lisa Murkowski
Attn: Intern Coordinator
709 Hart Senate Office Building
Washington, D.C. 20510-0203
(202) 224-5301 (fax)**

Applicants will be notified of selection in early-April. Additional applications or information can be obtained by writing the above address, by downloading them from: www.murkowski.senate.gov, or by calling Senator Murkowski's Washington, D.C. office at (202) 224-6665.

Please Note:

To ensure that applications are received in a timely manner, please fax your application to our office, if possible. Mail security screenings have significantly slowed our mail delivery, and applications received late will not be considered.