

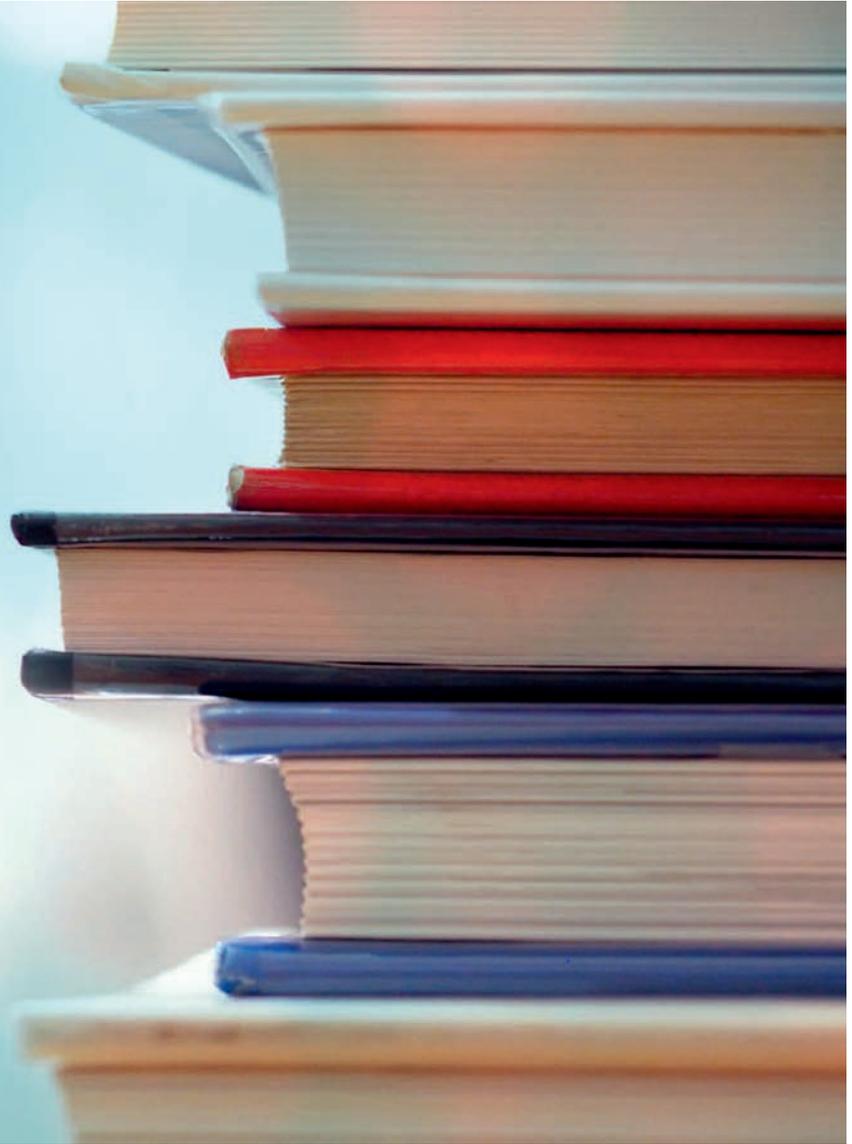
Summer
**INTERNSHIP
PROGRAMS**



RESOURCE DIRECTORY

2019

Pennsylvania



Provided by

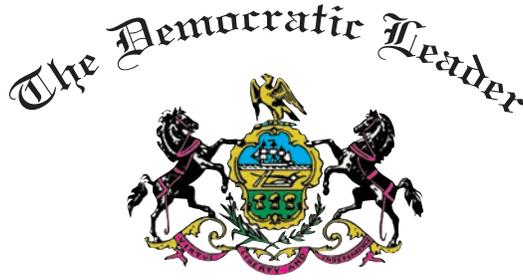
**State Senator
JAY COSTA**

Serving the 43rd District and the People of Pennsylvania

43RD DISTRICT

JAY COSTA

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FAX: 717-783-5976
- 1501 ARDMORE BOULEVARD
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412-241-6690
FAX: 412-731-2332
- 2306 BROWNSVILLE ROAD
PITTSBURGH, PA 15210
412-884-8308
FAX: 412-886-2080
- 314 EAST EIGHTH AVENUE
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COMMITTEES

**APPROPRIATIONS, EX-OFFICIO
RULES & EXECUTIVE NOMINATIONS,
DEMOCRATIC CHAIR
COMMUNICATIONS & TECHNOLOGY**

costa@pasenate.com
www.senatorcosta.com

Senate of Pennsylvania

March 2019

Dear Friend:

One of the most meaningful and rewarding ways to learn about jobs in state government is through an internship in one of Pennsylvania's government agencies. A myriad of opportunities exist for students and others to gain insight and understand how state government works for Pennsylvania.

In the following pages you will find information on available internships. Our staff has compiled a list of opportunities, background and contact information. This material will help those who are interested in applying for the positions.

We have done our best to insure the accuracy of the information concerning potential internship opportunities. However, keep in mind that agencies handle the processing of applications through their own personnel offices and their procedures may differ. Therefore, some agencies who indicated that internships may be available are unable to actually offer positions. In addition, in large multi-office agencies one location may be unaware of opportunities in other offices.

Another important point to remember is that there are application deadlines so it is important to review the information as soon as possible. Also, please understand that there is no guarantee that any applicant will be approved for an internship.

Each agency will make a decision on hiring an intern(s) based on their own selection criteria. Please utilize the contact number provided for each agency to learn more about the internship selection process and the status of an application.

Please take a moment to review the material. I am hopeful that it will be helpful to you in finding the right internship opportunity.

Sincerely,



Jay Costa
State Senator

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*Students are encouraged to apply for Government Service Intern positions
through the Bureau of State Employment at:
www.employment.pa.gov*

■ ADMINISTRATION

Opportunities: Please refer to www.employment.pa.gov for internship opportunities at the Office of Administration.

How to Apply: For more information, contact:

Shelly Forte, Director of Enterprise Recruitment and Talent Planning
Governor's Office of Administration
517 Finance Building
Harrisburg, PA 17120 Phone: 717-783-2224
E-mail: micforte@pa.gov

■ AGRICULTURE

Opportunities: Agriculture is Pennsylvania's largest industry and touches many aspects of our daily lives. The PA Department of Agriculture (PDA) Internship Program offers participants a multi-faceted experience in the many areas that agriculture affects – from farming, to business development, to conservation efforts, to technological advances, to national and local policy, to animal health, to food and restaurant safety and much more, this opportunity at PDA spans a wide berth of areas and interests.

An intern serves as support to the Secretary's Office at the Department of Agriculture. An individual in this role assists the Secretary and senior staff on projects related to policy and legislative affairs, events, communications, and other tasks as assigned. This internship allows participants to work closely with executive and internal staff, as well as interface with legislators, stakeholders, other agencies, and constituents. PDA will also offer tours, meet and greets, and many other exciting experiences to introduce participants to state government.

Essential Duties:

- Identify and track legislation and policy issues of relevance to the department and agriculture community.
- Research and compile background information on legislators, congressional delegation members, etc., for briefing reports.
- Gather information from Bureaus within the department to compile information for use by legislative or policy offices.
- Attend department events, as well as committee meetings, legislative sessions, briefings, stakeholder gatherings, conferences, and other functions.
- Assist with routine correspondence, including board/commission member nominations and appointments, communications to legislators and staff, tracking correspondence responses, drafting letters, memos, etc.
- Prepare reports, summaries, and presentations by collecting and analyzing information such as legislation, policy initiatives, media, and other sources.
- Work collaboratively with Bureaus, other agencies, stakeholders, and partners to further PDA's goals and mission and support the agriculture community
- Assist in performing other legislative, policy, or special projects as needed.

Education and Relevant Experience Required:

- Current undergraduate and graduate students. Agricultural knowledge preferred, but not required.

Essential Duties:

- Excellent oral and written communication skills;
- Professional and courteous manners;
- Ability to work cooperatively and courteously with others;
- Ability to maintain confidentiality;
- Accept performance based direction and criticism;
- Ability to learn from other team members;
- Thorough attention to detail;
- Ability to analyze and summarize legislation, policy issues, and other sources.
- Knowledge of office policies, practices, and procedures;
- Ability to be punctual and meet deadlines;
- Understand the current agricultural trends and realities.

Additional Information:

- Individuals may receive college credit for this internship.
- Women, Minorities, Individuals with Disabilities, Veterans, LGBTQ Individuals, and Bilingual or Multilingual Individuals are encouraged to apply.

How to Apply: Internships at the Department may be found by clicking on the “Internships” link on www.employment.pa.gov. We look forward to your application.

■ AUDITOR GENERAL'S OFFICE

Opportunities: The Pennsylvania Department of the Auditor General is the chief fiscal watchdog of the commonwealth. It is responsible for using audits to ensure that all state money is spent legally and properly.

The Department of the Auditor General offers internships, with the possibility of college credits, in a variety of areas, including auditing, IT audits, legal, communications, and legislative affairs. Our office is located across the street from the state capitol in Harrisburg.

How to Apply: Please contact Marty Rowan, Deputy Auditor General, at 717-787-3192 or mrowan@paauditor.gov.

■ COMMUNITY & ECONOMIC DEVELOPMENT

Opportunities: Interns at DCED participate in meaningful projects focused on strengthening Pennsylvania's communities and economy. Working alongside dedicated professionals provides valuable insights into how government, elected officials, community organizations, businesses, and higher education all work together to promote strong, resilient communities and a vibrant, robust economy.

How to Apply: Please visit www.dced.pa.gov/internship for internship opportunities at DCED.

See next 2 pages for additional information



Gain Work Experience Helping PA Businesses & Communities

The PA Department of Community & Economic Development (DCED) invites students to apply for internships with our department.

Join us to gain real-world experience that will help build your resume while giving insight into how government, elected officials, community organizations, businesses, and higher education collaborate to promote resilient communities and a vibrant economy.

Contact Lauren McLaughlin at 717.720.1355 or lamclaughl@pa.gov
or visit dced.pa.gov/internship-opportunities
to learn more about eligibility and the application process.

We offer internships
focused on:

- ✓ *Budget & Fiscal Management*
- ✓ *Business Financing*
- ✓ *International Business*
- ✓ *Community Development*
- ✓ *Local Government*
- ✓ *Marketing & Press*



pennsylvania
DEPARTMENT OF COMMUNITY
& ECONOMIC DEVELOPMENT





DCED offers excellent benefits including:

- ✓ *health insurance*
- ✓ *paid leave*
- ✓ *alternate work schedule*
- ✓ *retirement benefits*
- ✓ *deferred compensation*
- ✓ *childcare programs, and more.*



Explore Fulfilling Careers Helping PA Businesses & Communities

At the PA Department of Community & Economic Development (DCED), we provide programs and services that foster growth opportunities for businesses, communities, and individuals while upholding and practicing good stewardship, sustainability, diversity, and inclusiveness.

As a DCED employee, you can use your skills and experience to impact real, positive change for Pennsylvanians living across the state.

Contact Lauren McLaughlin at 717.720.1355 or lamclaughl@pa.gov or visit dced.pa.gov/employment-opportunities

to learn more about the application process and view current openings.



pennsylvania
DEPARTMENT OF COMMUNITY
& ECONOMIC DEVELOPMENT



■ CONSERVATION & NATURAL RESOURCES

Opportunities: Several internships available; Learning opportunities located throughout the state; job responsibilities directly related to your field of study; experience that can be used upon graduation when seeking full-time employment; and gaining an insight into state government employment.

Deadline: Positions posted on the employment website during February 2019.

How to Apply: *www.employment.pa.gov*

See next 3 pages for additional information

Internship Program

Department of Conservation and Natural Resources

10/2018



To learn more about our internship program or to apply, visit www.employment.pa.gov or scan below.



We appreciate your interest in employment with the Department of Conservation and Natural Resources.

Contact Us

Bureau of Human Resources
P.O. Box 8768
Harrisburg, PA 17105-8768
717-783-5788
TDD: 800-654-5984
Fax: 717-787-2938
Email: dcnrjobs@pa.gov
www.dcnr.pa.gov

The Commonwealth of Pennsylvania is an Equal Opportunity Employer supporting workforce diversity.



Pennsylvania is rich in natural beauty and outdoor recreation. Much of that beauty is protected in public lands set aside for every citizen to enjoy, such as our state parks and forests. The Department of Conservation and Natural Resources (DCNR) maintains 121 state parks, manages more than 2.2 million acres of state forest land, provides support for the state's ecological and geological resources, assists with community conservation, and provides education and recreation programs. To accomplish these goals, DCNR seeks interns drawn to challenging and rewarding career experiences in conservation, recreation, and environmental protection.

You can play a role in protecting and enhancing our bountiful natural lands, overseeing the state park system, managing state forest lands, or expanding outdoor education and recreation opportunities throughout the state. As a DCNR intern, you gain:

- Rewarding experience in your field of study
- Hands-on skill development in conservation-related work
- Insight into state government employment
- Employment opportunities throughout the state

Requirements

You may apply for an internship with DCNR if you are...

- In good academic standing.
- Enrolled as a full-time student in an accredited college or university, which offers or leads to an associate, bachelor, or graduate degree.
- Pursuing a degree in one of the following fields of study.



Architecture: Architectural design and landscape architecture.

Engineering: Agricultural, architectural, civil, civil structural, electrical, environmental, geological, industrial, mechanical, mining, petroleum, sanitary and soils, and engineering technology.



Science: Agriculture, agronomy, bacteriology, biology, biochemistry, botany, chemistry, conservation management, earth science, ecology, entomology, environmental biology, environmental resource management, environmental science, floriculture, forest ecology, forestry, geography, geology, horticulture, hydrogeology, mammalogy, meteorology, microbiology, mineralogy, ornithology, water resource management, wildlife management, and zoology.



Technical: Computer science/information technology, geo-environmental studies, geographical information systems (GIS), mathematics, operation research, statistical analysis, or any other program-specific field such as environmental education, environmental planning, recreation and parks management and similar curricula.

Career Opportunities

Pennsylvania State Parks and Forests

10/2018



More Information

Bureau of Human Resources
400 Market Street, Harrisburg, PA 17101
717.783.5788
email: dcnrjobs@pa.gov
www.dcnr.pa.gov
www.employment.pa.gov



Can you imagine a job working in the great outdoors?

The Department of Conservation and Natural Resources (DCNR) seeks individuals who want challenging and rewarding careers in conservation, recreation, and environmental protection. You may qualify to become part of a team responsible for overseeing the state park system, managing state forest lands, or expanding outdoor education and recreation opportunities throughout the state.

DCNR maintains 121 state parks, manages more than 2.2 million acres of state forest land, provides support for the state's ecological and geological resources, assists with community conservation, and provides education and recreation programs. To do this, it employs about 1,400 full-time and 1,300 seasonal employees. Most of these positions are covered by the Pennsylvania Civil Service Act.

Entry-level Jobs and Requirements

DCNR RANGER: Perform technical work involving public education and service, public safety, and law enforcement. They explain state park and forest resources, facilities, rules and regulations; patrol parks and forest lands; investigate complaints, accidents, and suspected crimes; and handle emergencies. They perform the full range of law enforcement services.

Required: Completion of the DCNR Ranger Trainee program or 15 credits in natural or environmental science or related natural resource or recreation courses AND completion of a department-recognized police training course or certification program that allows eligibility for commissioning as a police officer.

DCNR RANGER TRAINEE: Participate in formal and on-the-job training in public service, conservation, environmental education, public safety, and law enforcement, including classroom and physical training required to obtain authority to exercise the power of arrest.

Required: Completion of 15 credits in natural or environmental sciences, natural resource management, park management, outdoor recreation, forestry, environmental education, ecology, wildlife management, or related courses, plus first-aid and CPR certification.

ENVIRONMENTAL EDUCATION SPECIALIST: Develop and implement environmental and park education programs. They design materials, conduct programs, and serve as trail guides or naturalists for educational institutions, government agencies, civic organizations, and the general public. These positions may be seasonal or permanent.

Required: Bachelor's degree in natural sciences, social sciences, environmental education, interpretive service, or park management OR four years of professional experience in environmental education.

ENVIRONMENTAL INTERPRETIVE TECHNICIAN: Present environmental programs for park visitors, organizations, and the public. They conduct field studies, guided walks, and campfire sessions to identify and discuss park plants and wildlife. This is a high-demand, seasonal job typically lasting three months.

Required: High-school education or equivalent and at least two college-level courses in botany, ornithology, ecology, wildlife, mammalogy, entomology, or related courses.

FORESTER: Plan and implement programs designed to manage, protect, and preserve forest resources. Work includes landscape examination and timber-stand treatment, forest fire prevention and suppression, and forest pest suppression activities.

Required: Two years of technical forestry experience AND an associate's degree; OR a bachelor's or master's degree in forestry, forest technology, forest management, forest ecosystem management, urban forestry, forest science, agroforestry, or related forestry degree.

FORESTRY TECHNICIAN: Perform technical assignments in timber sales, fire prevention, insect and disease control, forest-tree nursery development, and recreation projects. They assist in timber-stand analysis, surveying, map preparation for timber sales, forest disease and insect control, and forest fire prevention and suppression. This is a seasonal position.

Required: Associate's degree in forest technology or equivalent formal education in forestry.

GEOLOGIC TRAINEE: Participate in on-the-job training to perform geological work in connection with the study, charting, use, development, preservation, and protection of geological features or mineral resources such as groundwater, natural gas, coal, and oil.

Required: Bachelor's degree in geology or a related field that includes 30 credits in geology courses.

NATURAL RESOURCE SPECIALIST: Perform field work and conduct technical natural resource studies. They collect and analyze data, design and implement environmental studies, and provide technical guidance and training programs.

Required: Two years of natural resource management experience AND a bachelor's degree in parks and recreation, environmental resource management, wildlife biology, wildlife management, forestry, ecology, or a related natural resource major; OR equivalent experience and training.

PARK MANAGER TRAINEE: Participate in on-the-job and formal training on how to direct the operation, maintenance, and recreational activities of a state park.

Required: Bachelor's degree in parks and recreation, forestry, engineering, natural sciences, or landscape architecture OR an associate's degree in any of these fields and two years of experience in the administration, operation, or maintenance of the physical plant, visitor services and safety, or environmental education in a park or outdoor recreational program.

PARK RANGER: Perform public safety work and promote recreation in state parks. They answer questions about park facilities and environmental features; explain and enforce park regulations; patrol park grounds, buildings, and waterways; and in emergencies, administer first-aid or cardiopulmonary resuscitation (CPR) to injured park visitors. This is a seasonal position.

Required: Two years of public contact work involving public information, plus first-aid and CPR certification.

Other DCNR Positions

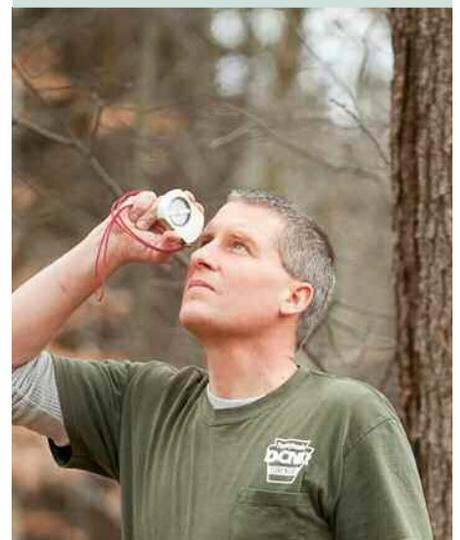
OUTDOORS: Additional positions that involve working outdoors are available in the Trades and Maintenance categories. These include mechanics, equipment operators, semi-skilled laborers, maintenance repairmen, water and sewage treatment plant operators, lifeguards, and forest patrolmen.

INDOORS: Still other jobs support DCNR in the Administrative, Clerical, and Computer Science categories. Jobs include administrative assistants, clerk typists, human resource assistants/analysts, budget analysts, information technology specialists, and application developers.

How to Apply

Most of DCNR's positions require Pennsylvania residency. For information on how to apply, visit www.employment.pa.gov

INTERNSHIPS: Paid and unpaid positions are available to full-time college students. For more information and to apply online, visit: www.employment.pa.gov



■ COUNCIL ON THE ARTS

Opportunities: Please refer to www.arts.pa.gov for internship opportunities at the Pennsylvania Council on the Arts.

How to Apply: For more information, contact:

Norah G. Johnson | Director of New Projects and Capabilities

Pennsylvania Council on the Arts | 216 Finance Building | Harrisburg, PA 17120

Phone: 717-525-5549 | E-mail: norajohnso@pa.gov

■ ENVIRONMENTAL PROTECTION

Opportunities: DEP typically offers a summer program which includes both paid and unpaid Engineering, Scientific and Technical Internships and Government Services Internships for students who are currently enrolled full-time in a bachelor's degree or advanced degree program, have completed their freshman year, are in good academic standing, and are Pennsylvania residents or are attending a Pennsylvania college or university. Majors which include a qualifying 24 credit hours of study in the physical, biological or environmental sciences may be acceptable including, but not limited to: Agronomy, Biology, Chemistry, Earth Science, Ecology, Engineering, Environmental Science, Environmental Studies, Environmental Resource Management, Geology, Information Technology, Meteorology, Microbiology, Physics, and Soils Science.

DEP Internships provide an exciting opportunity for students to learn about and assist with the environmental protection activities of various program areas within the agency working towards our mission to protect Pennsylvania's air, land and water from pollution and provide for the health and safety of its citizens through a cleaner environment. Under the close supervision of professional staff, previous DEP interns have assisted with work related to West Nile Virus, Black Fly, acid mine drainage, dam safety, and oil and gas. Travel may be required.

How to Apply: DEP Internship opportunities can be found on the Commonwealth of Pennsylvania's employment webpage: www.employment.pa.gov. Available intern positions are posted individually and indicate the requirements, location and specific job duties of that internship. Applicants should apply to all positions of interest.

1. Visit www.employment.pa.gov. Click on the "Internships" block to see the list of internship positions that are currently available.
2. Click on the job title to view the posting for that position. This is where you will find the requirements and job duties associated with that internship.
3. If interested in the position, click APPLY in the upper-right corner of the posting.
4. If you already have an account, sign in. If not, click "Create an Account."
5. Once your account is created, you should apply for each position that is of interest to you.
6. Applicants must attach or provide the documents requested in the posting:
 - An unofficial transcript must be attached to your NEOGOV application.
 - The Academic Verification Statement must be completed by a college registrar. This form may be attached to your NEOGOV application or submitted by the school by mail: Intern Coordinator, Dept. of Environmental Protection, Bureau of Human Resources, PO Box 2357, Harrisburg, PA 17105-2357; by Fax: 717-787-2938; or e-mail: DEP-Internships@pa.gov.

Questions regarding internships can be directed to: DEP-Internships@pa.gov.

■ FISH AND BOAT COMMISSION

Opportunities: DEPUTY WATERWAYS CONSERVATION OFFICERS (DWCO): The Deputy Waterways Conservation Officers work with Waterways Conservation Officers (WCO) to enforce fish, boat, and environmental rules and regulations. Weekend hours are a must! To apply, you must be a Pennsylvania resident, 21 years of age, reside within the district of the WCO with whom you interviewed, have full use of all limbs, 20/20 vision (or correctable to) with correct color vision, able to use firearms with each hand, be physically able to perform CPR, swim, engage in physical exercise and have no criminal record.

How to Apply: Please contact the Fish & Boat Commission's Bureau of Law Enforcement at 717-705-7861 for information on becoming a Deputy WCO. Interested persons will be directed to contact the Waterways Conservation Officer (WCO) within the district they would like to volunteer, or contact the appropriate Region Manager. You will be required to submit a written resume to the Region Manager for review. Visit www.fishandboat.com/AboutUs/Careers/Pages/VolunteerCareers.aspx.

Opportunities: VOLUNTEER WATER RESCUE INSTRUCTOR: Commission Volunteer Water Rescue Instructors are an elite group of volunteers who train first responders in the Commission's water rescue curricula and represent the Commission at events. To become a Volunteer Water Rescue Instructor you must be at least 18 years of age, be certified in CPR, swim, engage in physical exercise, have teaching experience in EMS, rescue, fire, or similar discipline, and have completed the Commission's operations level Water Rescue & Emergency Response training as well as any of the other water rescue discipline you wish to instruct including Emergency Boat Operations & Rescue, Ice Rescue & Emergency Response, and Advanced Line System Rescue.

How to Apply: Interested persons should contact the Fish and Boat Commission's Boating & Watercraft Safety Manager at 717-705-7841. Visit www.fishandboat.com/AboutUs/Careers/Pages/VolunteerCareers.aspx for more information.

■ GENERAL SERVICES

Opportunities: The Department of General Services, Office of Legislative Affairs, seeks a highly motivated, Summer Intern. This individual will receive extensive experience with regards to the legislative process, development of commonwealth policy, government procurement, and much more. The Legislative Affairs Intern will assist by handling legislative constituent inquiries, attending meetings with the legislature, track important departmental legislation, and other office-related tasks.

Ideal candidates will be positive, energetic, and possess a strong willingness to learn about the Department of State. Strong oral/written communication is a must for the position, as the intern will be in constant contact with both the Executive and Legislative branches.

Eligibility:

- Be enrolled at an accredited college or university
- Be working towards a bachelor's degree in a related field
- Carry an overall GPA of 3.0 or higher
- Be available to work between the hours of 8:00 a.m. and 5:00 p.m. during a normal business week of Monday through Friday

How to Apply: All interested candidates should submit a resume, and a cover letter to the Stephen Rudman, DGS Legislative Liaison, SRudman@pa.gov.

■ HUMAN RELATIONS COMMISSION

Opportunities: As Pennsylvania's civil rights leader, it is our vision that all people in Pennsylvania will live, work and learn free from unlawful discrimination.

The PA Human Relations Commission promotes equal opportunity for all and enforces Pennsylvania's civil rights laws that protect people from unlawful discrimination.

We are looking for interns year-round including Legal, Outreach and Communication Interns. Requirements vary according to the position. Opportunities are available in Harrisburg, Philadelphia and Pittsburgh.

How to Apply: Those interested should email: renmartin@pa.gov include express interest and include a resume.

■ HUMAN SERVICES

Opportunities: There are numerous opportunities available for current college students to work as a Commonwealth Public Service Intern for DHS. This is a paid (\$14.03/hour), six month internship, which provides a flexible pathway for college students to advance from this internship program to Commonwealth employment in a variety of occupations. Following successful completion of this program, students will be promoted to a full-time, permanent position with the Department of Human Services!

To qualify, you must be currently enrolled as a full-time undergraduate student in an accredited college/university in a declared bachelor's degree program and have successful completion of at least 60 college credits at the time of hire. Full time undergraduate students who have successfully completed at least 30 college credits and anticipate the completion of at least 60 college credits at the time of hire may apply for this program. **SPECIAL REQUIREMENT:** Authorization by the college/ university for the student to participate in the Commonwealth Public Service Intern Program.

How to Apply: Apply ASAP to be considered for internships starting in late spring! Access the test announcement for Commonwealth Public Service Intern for additional information, including a general description of the type of work and how to apply by going to the Civil Service website at www.scsc.pa.gov. Students may apply online through the Online Services section of the Civil Service website.

■ INSURANCE

Opportunities: The Insurance Department values workforce development for those considering a career in Commonwealth employment.

How to Apply: Internships at the Department may be found by clicking on the “Internships” link on www.employment.pa.gov. We look forward to your application.

■ LABOR AND INDUSTRY

Opportunities: The Department of Labor & Industry is accepting applications for its Workforce Development Management program for 2019. Summer employment opportunities include supporting: Deputy Secretary for Workforce Development, Bureau of Workforce Partnership and Operations, Bureau of Workforce Development Administration, Workforce Development Board, Center for Workforce Information and Analysis, Apprenticeship and Training Office, Labor & Industry Legislative Office, and/or Labor & Industry Press Office. These internship opportunities pay \$13.56 per hour.

As a summer intern for the Workforce Development program, you will gain knowledge and experience in all facets of state government, have exposure to Workforce Development, Department of Labor and Industry processes and procedures, and work alongside professional staff. Candidates must be well organized and professional, have strong problem-solving skills, critical thinking skills, and excellent communication skills.

Duties could include: performing research, updating data, project completion, analyzing process workflows, policy research and analysis, special projects, and performing general duties to assist in daily operations. Duties could also include data-centric projects such as database development, data analyses, and data workflow assessments.

You will have the opportunity, as you work beside workforce development leaders, to make an impact on state government operations that affect individuals and businesses throughout the commonwealth.

Eligibility: Be currently enrolled in college full-time (carrying 12 or more undergraduate credits, or 9 or more graduate credits). Be in good academic standing (2.5 Grade Point Average [GPA] or higher).

Deadline: ASAP

How to Apply: Please refer to www.employment.pa.gov for internship opportunities at the Department of Labor & Industry.

■ LIQUOR CONTROL BOARD

Opportunities: The following are the 4 types of paid internships offered, which may include project assignments in business, information technology, alcohol education, research and development, administration and similar activities.

- Government Service Internship (GSI) – This is the most common internship with the PLCB, and degree programs include Accounting, Marketing and Business. Eligible students earn \$13.56 per hour for GSI internships.
- Engineering, Scientific and Technical Internship (ESTI) – Limited ESTI opportunities are available, and degree programs include Computer Science, Information Systems, Mathematics, Actuarial Science, Statistics and Supply Chain. Eligible students earn \$13.56 per hour for ESTI internships.
- Legal Internship – Limited opportunities exist only for those attending ABA-accredited law schools and pursuing Juris Doctorate degrees. Legal internships pay \$26.80 per hour.
- Commonwealth Public Service Internship (CPSI) – Geared toward your field of study, which leads to permanent employment after graduation. Eligible students earn \$15.28 per hour.

How to Apply: For additional information and to view current internship positions, visit www.employment.pa.gov and click on internships.

■ MILITARY & VETERANS AFFAIRS

Opportunities: Throughout the DMVA, many fields of study can be incorporated into a rewarding learning/work opportunity. All entities of the department may sponsor interns, based on budgetary availability and/or preparation, submission and approval of an Intern Training Plan. DMVA offers internships each summer in the Environmental and Engineering sections (Wildlife Biology Aides and Engineering, Scientific & Technology Departments).

Deadline: ASAP

How to Apply: To view current internship positions, visit www.employment.pa.gov and click on internships.

See next 5 pages for additional information

Internships and Bio-Aides

Salary: Not Displayed
Job Type: Internships and Bio-Aides
Department: Department of Military and Veterans Affairs
Location: Fort Indiantown Gap, Lebanon County, Annville, PA
Opening Date: 01/01/2018

The Position:

We are looking for undergraduate and graduate students that are involved in biological and environmental sciences, historical/cultural studies, technical studies that can support the work of the Bureau of Environmental Management with the PA Department of Military and Veterans Affairs.

Description of Work:

The Wildlife Section of the Bureau of Environmental Management, seeks a number of undergraduates for internships or graduates as bio-aides. The interns and bio-aides will assist full time staff with wildlife management work (inclusive of all species; rare, game, common, pest, terrestrial, aquatic, vertebrate, invertebrate, or photosynthetic) involving the scientific study and research of wildlife habitat, populations, life histories, habitat utilization, and environmental conditions on a military installation.

The Compliance and Planning Divisions of the Bureau of Environmental Management, seeks a number of interns to work with full time environmental compliance staff. The work involves the collection, evaluation, and reporting of environmental compliance and planning data.

The Cultural Resources Section of the Bureau of Environmental Management, seek a number of interns to assist in the historic documentation and recordation of historic artifacts for our museum as well as buildings and sites of PAARNG facilities within the state by visiting department facilities and following the approved format for the documents set by the cultural resources manager.

The Forestry Section of the Bureau of Environmental Management seek a number of interns to assist full time staff in the day-to-day operations of the forestry program. This is forest management work involving the scientific study and research of forest habitats, populations, and environmental conditions on a military installation.

Required Experience, Training and Eligibility:

Acceptance into a full-time college or enrolled in a full-time college to qualify for the internships. A graduate of a college with a degree in relative program areas.

DMVA Internship Program – General Guidelines

1. Eligibility:

- ◆ Candidates must be enrolled in an accredited college or university on a full-time basis as verified by the institution. Candidates enrolled on a part-time basis are not eligible for the Intern Program.
- ◆ Candidates with relatives working for DMVA may be eligible for intern positions, but their candidacy must be approved by the Director of Administrative Services prior to any employment commitment is made.
- ◆ Applicants for Engineering, Scientific and Technical Intern positions must currently be enrolled as a full-time student in an accredited college or university which offers a B.A., B.S. or graduate program.
- ◆ If candidates for the Engineering, Scientific and Technical Internships are attending a school offering only the first two years toward a B.A. or B.S. degree, they must show proof or certification of intention to transfer to an institution offering a B.A. or B.S. degree. Acceptable proof of intention to transfer would include transfer or registration documents as verified by the institution. If such documentation cannot be obtained, a signed statement of intention to transfer to a B.A. or B.S. program must be submitted with the application.
- ◆ Interns employed by the Department immediately become ineligible for continued employment as an intern once they no longer meet the criteria for a full-time student and must have their employment terminated. It is the supervisor's responsibility to notify Administrative Services immediately upon learning of the ineligibility of the intern. Administrative Services will review the circumstances with the supervisor, including reviewing eligibility requirements, and determine the appropriate action to be taken.
- ◆ Interns or applicants will remain eligible for the program if they decide to take one semester off from school to work, provided they show proof of enrollment and intention to return to school the following semester. Acceptable proof would include enrollment or registration documents as verified by the institution.
- ◆ Applicants must be in satisfactory academic standing in order to be eligible for DMVA internships. Once hired, an intern must remain in satisfactory academic standing; if not, the intern will be terminated. Satisfactory standing is determined by the college/university in conjunction with the Bureau of Administrative Services.
- ◆ Each applicant must provide a completed DMVA Internship application and Academic Verification Statement to the Recruitment Section in order to be considered for an intern position.

2. Interview and Selection:

- ◆ An intern applicant may be formally interviewed for employment **only after** they are deemed eligible and referred to the supervisor by Administrative Services.
- ◆ Candidates who are members of groups protected by Title VII of the Civil Rights Act and the Department's Equal Opportunity Policy must be given at least equal consideration for intern positions, and should be provided preference if Equal Opportunity goals of achieving a work force representative of the labor market would be enhanced by their selection.
- ◆ In those instances where the manager's or supervisor's recommendation involves non-selection of an eligible minority, handicapped or female candidate for a non-traditional position, review and approval of the organization's Equal Opportunity Officer must take place prior to extending any employment commitment or offer.
- ◆ Employment of relatives must have written justification which must be forwarded to the Director of Administrative Services for approval, prior to making any employment commitment or offer.
- ◆ Offers of employment or starting date may be established only after review of the application, verification of education, and approval of Administrative Services.
- ◆ Only intern applicants who are Pennsylvania residents can be interviewed and selected for intern positions unless specific exceptions are granted. Exceptions will only be granted by the Governor's Office of Administration. Examples of justification for Pennsylvania residency exception include Equal Employment Opportunity needs, unavailability of a Pennsylvania resident to meet job needs, etc.

3. Length of Internships:

- ◆ Interns will be employed by the Department for no more than six continuous months on a full-time basis. Eligible interns may be rehired for subsequent similar work periods in other academic years.
- ◆ Interns may work on a part-time basis for a spring, summer, or fall semester as long as they are enrolled full-time in a college or university. This part-time employment may run consecutive to the intern's full-time employment. In no case shall an intern's length of employment (part-time, full-time or both) continue longer than 11 continuous months.
- ◆ If an intern is terminated for having worked 11 continuous months, or three semesters (including summer, fall and spring, or any combination thereof), the student must have at least a one semester break in employment in order to be eligible for another DMVA internship. In addition, if the student is returned to DMVA for subsequent internships, he/she cannot exceed 8 1/2 months per internship.
- ◆ All appointment letters will be prepared and issued by Administrative Services.
- ◆ When an intern's employment is ending, supervisors should contact the Bureau of Administrative Services immediately to notify them of intern's ending date. Administrative Services will provide a written notice to the intern.
- ◆ Extensions for intern employment periods must be approved by Administrative Services and the Governor's Office of Administration. Ample time must be given for this review and decision making process. Any requests for intern extensions, including justification, must be forwarded to

Administrative Services for review no later than one month prior to the intern's scheduled termination date.

4. Utilization of Interns:

- ◆ Interns must be supervised by a professional employee, who is technically competent to supervise the intern in their particular field of study.
- ◆ Allocation, utilization and education criteria listed in the Engineering, Scientific, and Technical Intern class specifications will be adhered to unless specific exceptions are granted. Class specifications for the ESTIs are attached.
- ◆ Interns will be assigned work which is relative to their chosen field of study and which is designed to provide relevant educational development experiences. *Interns are not to perform work normally performed by bargaining unit employees covered by a labor/management contract.* Intern work assignments generally are to be in the form of a specific project which is not performed by bargaining unit employees.
- ◆ Interns may use Commonwealth vehicles if their projects require them to travel in accordance with Commonwealth Travel Policy. It is the supervisor's responsibility to ensure that interns are made fully aware of any policy requirements, restrictions, and conditions of usage of Commonwealth vehicles prior to the issuance of the vehicle. The intern must possess a valid Pennsylvania State Driver's License in order to operate a Commonwealth vehicle.

5. Discipline:

- ◆ Supervisors will retain the normal disciplinary authority to discipline interns, as with other temporary employees for performance-related reasons. For purposes of the intern program, however, any instances where termination appears to be possible, the situation must first be discussed with Administrative Services, unless the offense is of the nature where immediate discipline is warranted. Supervisors are reminded that Administrative Services are available to provide assistance or consultation of necessary on matters of discipline and performance improvement.

**DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
INTERN PROGRAM
ACADEMIC VERIFICATION STATEMENT**

To the Registrar:

The Pennsylvania Department of Military and Veterans Affairs will consider for hiring, for its Intern Program, students registered full-time in various curricula and in good academic standing.

Your cooperation in completing this questionnaire will ensure that proper consideration is provided to this applicant.

Concerning the application for the employment of

_____ SS# _____

Please complete the following:

1. Is the person named above currently registered as a full-time student?

YES _____ NO _____

If yes, which semester, term, or quarter?

Spring _____ Summer _____ Fall _____ other (please explain) _____

2. Upon successful completion of the current semester, term, or quarter, he/she will have completed the _____ year in a _____ year program.

3. In what curriculum/major is he/she currently enrolled?

4. Anticipated date of graduation (month/year) _____

5. His/Her academic standing is satisfactory _____, unsatisfactory _____.

Signature of Registrar

Title

Date

College/University

Please send this completed form to:

**ATTN: Amanda Irving
Department of Military & Veterans Affairs
Human Resource Service Center
Edward Martin Hall
Fort Indiantown Gap
Annville, PA 17003-5002**

■ PENNDOT

Opportunities: As in years past, PennDOT will sponsor an extensive Summer Maintenance Program (SMP) for college students. The program runs May through August 2019 to supplement the permanent workforce.

These students assist in completing summer maintenance work and sign upgrade services, provide maintenance and custodial services at roadside rest facilities, and perform laboring and flagging duties in maintenance organizations and highway worksites. To be eligible for consideration, candidates must be eighteen years of age, enrolled full-time in college for the Fall 2019 semester, and have a valid Pennsylvania Driver's License. The hourly rate is \$13.56.

Deadline: ASAP

How to Apply: Interested parties should apply online at www.employment.pa.gov to the PennDOT Summer Maintenance Program posting under the Open Jobs section of the website. The technical support line is 717-787-5703. All candidates, including those previously employed by PennDOT, must complete the online application to be considered for employment.

■ PROBATION & PAROLE

Opportunities: Must be studying criminal justice, law, or government and completed second year of undergrad or be in law school. Prefer law students for summer.

Deadline: ASAP

How to Apply: www.pbpp.pa.gov – Go to the About the Board Section then to Employment and then Contact HR.

See next 31 pages for additional information

<p>Commonwealth of Pennsylvania</p>  <p>Pennsylvania Board of Probation and Parole</p>	<p>Volume III Chapter 2</p> <p>Procedure 2.06.03</p>	<p>Date Revised: Replaces 13-7 8/20/91 9.4.4.3, 1/26/2011</p>
<p>Chapter Title ADMINISTRATION, MANAGEMENT</p>		<p>Date of Issue 07/11/14</p>
<p>Subject STUDENT INTERNSHIP PROGRAM</p>		<p>Effective Date 07/25/14 PUBLIC</p>

I. AUTHORITY

The chairman of the board is granted the authority to “[d]irect the operations, management and administration of the board” and to “[p]erform all the duties and functions of chairperson, including organizing, staffing, controlling, directing and administering the work of the staff.” 61 Pa.C.S. § 6112 (a)(1) & (a)(4).

II. PURPOSE

The purpose of this procedure is to set forth a process for the acceptance of student interns at the PBPP.

III. APPLICABILITY

This procedure is applicable to all PBPP staff.

IV. DEFINITIONS

- A. Intern Coordinator – The intern coordinator is a Bureau of Human Resources employee who is responsible for receiving paper work and conducting background checks on all interns who want to intern at any office within the PBPP.
- B. Professional Degree Interns – Interns who are currently students seeking a post undergraduate degree

V. POLICY

The board provides both graduate and undergraduate student placement opportunities to colleges and universities in Pennsylvania. The board is committed to providing students with a unique opportunity to learn about this segment of the criminal justice system. By offering placements, the board is preparing future employees of the criminal justice system and involving citizens in the corrections

process. In addition, the board also provides opportunities for high school students to work in the central office.

The agency provides for volunteer and intern involvement in programs.

There is a system for recruitment, selection, training, term of service, termination of service, and definition of tasks, responsibilities, accountability, and authority of volunteers and interns.

The agency recruits volunteers and interns from all cultural and socioeconomic segments of the community.

Prior to assignment, each volunteer and intern completes a documented orientation and/or training program.

Volunteers and interns agree in writing to abide by all agency policies.

The agency provides against liability or tort claims in the form of insurance or other legal provisions valid in the jurisdiction, when authorized by law.

VI. PROCEDURE

The board provides students with **paid or** unpaid opportunities to learn, it is the student's responsibility to take advantage of these opportunities. The placement is designed to be flexible and to meet the needs of the agency, its offenders, and the individual student. The student will be regarded as a professional person during the placement and will be expected to conduct him/herself in an appropriate manner, including being able to identify his/her own developmental needs, and conducting him/herself within the realm of professional ethics.

A. General Intern Requirements

1. To be approved for an internship all candidates must have a criminal history background check performed prior to starting their first day.
 - a. All agency sponsors must forward to the intern coordinator's office in Harrisburg the intern's application and their "Authorization to Obtain Information" release at least two weeks prior to the intern's starting date, **except interns pre-approved by the Office of General Counsel.**
 - b. Background checks of prospective interns done by entities other than the intern coordinator will not be acceptable for placement.
 - c. All interns, except those working for the Office of Chief Counsel, must sign a confidentiality agreement on or before the start of their first day in the presence of their supervisor who will sign off as a witness to the agreement. The signed confidentiality agreements should then be forwarded to the intern coordinator.

2. Approval for Specific Internship Programs/Positions

- a. Field Undergraduate Internships
 - 1) It is preferred that undergraduate internship candidates submit their applications at least two months prior to when they would be available to start an internship. Submittals that do not allow for this time may be delayed.
 - 2) The applicant must then send their application to the intern coordinator who will send copies to the applicable district/bureau director in the locale where they are seeking placement.
 - 3) After submission to the intern coordinator, the application will be screened and a determination will be made regarding whether or not to grant an interview.
- b. Office of Chief Counsel
 - 1) Interns will be approved by the Office of General Counsel prior to placement with the PBPP.
- c. Professional Degree Interns
 - 1) **Office of Policy and Legislative Affairs**
 - a) Students must complete an application for student internship.
 - b) The application must be submitted to the director of the respective office accompanied by a resume and writing sample.
 - c) Prospective interns may then be interviewed.
 - 2) Sexual Offender Assessment Board
 - a) It is preferred that undergraduate internship candidates submit their applications at least two (2) months prior to when they would be available to start an internship. Submittals that do not allow for this time may be delayed.
 - b) The applicant must send his/her application to the intern coordinator and send a copy to the Sexual Offender Assessment Board's executive director.
 - c) After submission, the application will be screened by the intern coordinator and the Sexual Offender Assessment Board's executive director for a determination of whether or not to grant an interview.
- d. Other Undergraduate Internship Programs
 - 1) The Harrisburg Internship Semester

- a) Interns will be approved by the Pennsylvania State System of Higher Education prior to placement within the PBPP.
- b) After selection by the Pennsylvania State System of Higher Education, interviews should be scheduled by the appropriate board personnel.

2) Office of Communications

Undergraduate degree students who are seeking to gain experience in state government or public policy communications and knowledge of Pennsylvania's Right To Know Law.

e. High School Interns

- 1) The PBPP's **central office** will receive a list of acceptable candidates and will conduct interviews prior to selection.
- 2) Placement of high school interns is coordinated through the Human Resources Department.

B. Internship Programs

1. Field Undergraduate Internships

a. Description

- 1) Field undergraduate interns are undergraduate students who are considering employment after graduation as a probation/parole field agent.

b. Qualifications

- 1) Students should be pursuing a course of study related to the field of criminal justice or human services.
- 2) Students must be **18 years of age** in an undergraduate program in good academic standing.
- 3) Must be available to work 30-35 hours a week minimum.
 - a) Part-time placement is discouraged and requests for such placement must be approved by the district director with concurrence of the director of Human Resources.
- 4) Required Essential Functions
 - a) Quickly get into and/or out of a vehicle in response to an emergency situation.

- b) Stand continuously for extended periods of time.
- c) Walk up/down steps to visit offenders or other parties.
- d) Walk continuously under various environmental conditions for extended periods of time.
- e) Sit continuously for extended periods of time.
- f) Be able to run/jog continuously for a minimum of five minutes.

c. Intern's Duties

1) Undergraduate interns may be assigned to the following duties, but are not limited to:

a) Direct Services (Supervision)

- i. General travel and observation of agents.
- ii. **Observe** group counseling sessions.
- iii. **Observe** initial interviewing.
- iv. **Observe** individual counseling.
- v. **Observe** specialized counseling.
- vi. Observation of hearing.

b) Direct Services (Investigation)

- i. Assist agents with classification summary investigations.
- ii. Assist with pre-parole investigations.
- iii. Observe pre-sentence investigations.
- iv. Observe Pardon Board investigations.
- v. Observe arrests from a safe distance.

c) Administrative

- i. Completion of surveys, research, etc.
- ii. Assist agent in relevant surveys and any assigned administrative duties.
- iii. Assist agent in completion of field paperwork.

2. Office of Chief Counsel

a. Description

- 1) **Law or paralegal** students who are seeking to gain experience practicing law within the state government. Interns will be performing entry-level attorney work with an emphasis on research and writing.

b. Qualifications

- 1) Legal Interns are recruited through a coordinated effort between the Office of General Counsel and the Office of Chief Counsel.

c. Duties

- 1) Handle document requests.
- 2) Research and summarize cases and statutes.
- 3) Memorandum writing.
- 4) Assisting with administrative appeals.
- 5) **Review and answer pleadings and attend hearings as necessary.**
- 6) Additional assignments as the attorneys may assign.

3. Professional Degree Interns

a. **Office of Policy and Legislative Affairs**

1) Description

- a) Graduate degree or law students who are seeking to gain experience working for state government or within the criminal justice sector.

b. Qualifications

- 1) Interns must be graduate or law students and have an interest in criminal law or state policy formulation.
- 2) Interns will be required to work the equivalent of full-time (4-5 days per week) during the summer, or a minimum of 2 half days during semesters when they are enrolled in classes full time.

c. Duties

- 1) Policy research and analysis of other states efforts regarding prison overcrowding and parole issues.

- 2) Interns may work with senior staff to update agency procedures.
 - 3) Research and write-up stories on parole **Innovations or projects**.
 - 4) Absconder research under the interstate compact.
 - 5) Aiding with legislative bill research and analysis.
 - 6) Observe parole hearings.
 - 7) Ride-along with a parole agent for a day.
 - 8) Other tasks as assigned.
4. Other Undergraduate Internship Programs:
- a. "THIS" – The Harrisburg Internship Semester Description
 - 1) This internship is intended to provide an intern with a meaningful, practical, and professional experience while providing an opportunity to learn about public policy development, implementation, and evaluation in the Commonwealth of Pennsylvania.
 - 2) Interns are expected to work full time five (5) days a week.
 - b. "THIS" Qualifications
 - 1) Students are recruited from throughout the state by a group of fourteen faculty campus coordinators and are placed through the Pennsylvania State System for Higher Education (PSSHE).
 - 2) Students must have earned at least 45 undergraduate college credits and maintain a minimum 3.0 cumulative grade point average.
 - c. "THIS" Duties Within PBPP
 - 1) Observe parole hearings.
 - 2) Attend trials/hearings as scheduled.
 - 3) Update publications in law library.
 - 4) Pull central office files as needed.
 - 5) Draft responses to administrative appeals, legislative bills, etc.
 - 6) Attend various meetings.
 - 7) Legislative inquiries

- 8) Bill analysis
- 9) Policy issue research project

5. Office of Communications

a) Qualifications

- 1) **Interns must be undergraduate students with an interest in state government and public policy communications and Pennsylvania's Right To Know Law.**
- 2) **Familiarity with Associated Press (AP) Stylebook, Microsoft Word and PowerPoint.**
- 3) **Interns will be required to work the equivalent of full time (4-5 days per week) during the summer, or a minimum of two half days during semesters when they are enrolled in classes full time.**

b) Duties

- 1) **Gather pertinent information from staff on initiatives.**
- 2) **Draft articles for newspapers and press releases.**
- 3) **Assist with media calls.**
- 4) **Assist with the development of PowerPoint presentations.**
- 5) **Assist with writing text for the website.**
- 6) **Assist with organization of events.**
- 7) **Assist with Right To Know Law inquiries.**
- 8) **Observe parole hearings.**
- 9) **Ride-along with a parole agent for a day.**
- 10) **Other tasks as assigned.**

6. Sexual Offenders Assessment Board

a. Description

- 1) **This internship is intended for students seeking to gain insight as to the role of psychologists and similar professionals within the criminal justice system.**

b. Qualifications

- 1) Students must be studying psychology, criminal justice or similarly related fields and be in good academic standing.

c. Duties

- 1) Research.
- 2) Assisting clinical directors with studies.
- 3) Work with investigators.
- 4) Accompany investigators in the field.
- 5) Attend legislative hearings.
- 6) Observe offender interviews.
- 7) Observe sex offender board members during assessments.

7. High School Interns

a. Description

- 1) These intern positions are filled by high school students seeking to learn clerical duties and/or begin obtaining work experience.

b. Qualifications

- 1) Must be during the summer prior to senior year or during senior year.
- 2) Interns will perform clerical duties:
 - a) Minimum 3 hours a day.
 - b) May be full or part time during the summer.

c. Duties

- 1) Clerical duties within file room.

d. Pay

- 1) Interns may be paid at the current established rate.

C. Supervisor's Responsibilities

1. Work Schedule/Time Sheets

- a. Agency supervisors are to work with their intern and establish a set work schedule.

2. Dress Code

- a. Agency supervisors are to communicate to the intern an appropriate dress code.

3. Evaluations

- a. Agency supervisors will be responsible for the completion of any intern performance evaluations required by the intern's school.

1) High School Interns

- a) Agency supervisors must complete quarterly school-required performance evaluations.

D. Agency-Wide Restrictions upon Interns

- 1. Under no condition will interns be permitted to operate any commonwealth vehicles.
- 2. Due to the possibility of physical danger and/or personal liability associated with a placement, student interns should not be involved in arrests or transportation of prisoners. Student interns cannot make any major case decision without the express and documented approval of the client's supervising parole agent.

E. Insurance

- 1. In situations where interns face risk of injury in line with their field placement, the commonwealth has no insurance, nor is it empowered to seek such on behalf of the intern. It is therefore the responsibility of all interns to provide their own coverage.

F. Financial Compensation

- 1. Under most situations the agency shall not reimburse students for transportation, lodging, or subsistence expenditures; nor is it able to provide stipends or reimbursement to the student or school.
- 2. Situations where expense reimbursement to students appears warranted will be handled on a case-by-case basis.
 - a. Before an expense is incurred by any student interns, approval from the director of the Office of Administrative Services must be obtained.

VII. SUSPENSION DURING AN EMERGENCY

This procedure may be suspended during an emergency at the sole discretion of the chairman.

VIII. RIGHTS UNDER THIS PROCEDURE

This procedure creates no rights under law.

IX. RELEASE OF INFORMATION AND DISTRIBUTION OF PROCEDURE

- A. This procedure does not contain information that impacts the security of board staff or parolees and may therefore be released to the public.
- B. This procedure is to be distributed to all board staff.

X. CROSS REFERENCES

A. Statutes

1. Federal

None.

2. State

a. 61 Pa.C.S. § 6112

B. Board Policies

None.

C. American Correctional Association Standards

1. **3-3117**

2. **3-3118**

3. **3-3120**

4. **3-3122**

5. **3-3123**

6. **3-3124**

D. Management Directives

1. [580.38](#)

**APPLICATION FOR STUDENT INTERNSHIP
WITH
THE PENNSYLVANIA BOARD OF PROBATION & PAROLE**

In order to help structure a meaningful placement, all students requesting an internship with the agency must complete all sections below:

I. Student Information

Name: _____

Address: _____

Phone number: _____

Cell phone number: _____

E-mail address: _____

Please indicate when the best time to reach you is: _____

II. Education

Current educational institution: _____

Major: _____

Expected date of graduation: _____

Grade point average

Major: _____

Cumulative: _____

Please indicate standing at time of project placement (circle most recent completed year)

Undergraduate: Freshman Sophomore Junior Senior

Graduate: 1st year 2nd year 3rd year

Please specify any additional qualifications, including vocational and education experiences you may have: _____

III. Sponsoring Educational Institution Information

Institution's name: _____

Department: _____

Advisor's name: _____

Mailing address: _____

Phone number: _____

Advisor's Email: _____

IV. Placement Information

Specify office location desired: _____

Desired starting date: _____

Desired completion date: _____

Please circle your answer below

1) Are you requesting a full-time placement? Yes No

If no, please specify the days and hours desired: _____

2) Will you be employed/taking classes during this placement? Yes No

If yes, specify days, times and location: _____

3) Will you have access to a car during placement? Yes No

4) Have you applied for other placements with the Board during the period requested?

If yes, indicate where and preference: Yes No

1. _____

2. _____

3. _____

Describe your expectations of this placement and types of experience(s) you desire: _____

List any requirements of limitations affecting placement structure or scheduling, and any special needs of your own or of your educational institution: _____

V. Acknowledgments

I understand:

- a. I will not receive any compensation from the Pennsylvania Board of Probation and Parole.
- b. I assume full responsibility for the risk of bodily injury, death or property damage due to the negligence of the board, its affiliates and divisions, officers, agents, partners and employees, past and present, collectively or individually, or otherwise while in or upon _____ **(describe office where internship will occur here).**
- c. I understand that the Commonwealth of Pennsylvania does not provide insurance or cover the exposure to risk for student interns and will not represent me against any claim or suit that is filed against me regarding this internship. This liability exposure is part of the overall educational process for which I (or sponsoring educational institution) am responsible.
- d. I will not use the name or parole number of any client in reports, papers or other academic assignments related to this internship. Also, I will not discuss specific cases and/or their identifying data with anyone outside the Pennsylvania Board of Probation and Parole.

If I am applying for a field undergraduate internship, I further acknowledge that I have read the questions and answers in the Student Internships Booklet and understand the agency's expectation/limitations with regard to placement opportunities.

Student's name (printed): _____

Student's signature: _____

Date: _____

Please detach and complete the application, and the following Authorization to Obtain Information form from this booklet. Send the application along with the Authorization to Obtain Information form to the address below.

If placements are requested in more than one district, separate applications must be submitted for each. If you receive no response within a reasonable period of time, or if there are any changes in your request, please contact the intern coordinator. A personal interview will be required prior to formal acceptances of the placement.

It is expected that field undergraduate internship candidates submit their applications at least two (2) months prior to when they would be available to start an internship. Submittals that do not allow for this time may be delayed.

If you have any general questions or problems, please contact the intern coordinator in the Bureau of Human Resources at the address listed below.

PA Board of Probation and Parole
Bureau of Human Resources
Attn: Intern Coordinator
1101 S. Front Street, Suite 5600
Harrisburg, PA 17104-2522
717-787-5699 ext. 1346

Do you have a relative or acquaintance who is currently incarcerated? A "Yes" answer is not a bar to an internship.

YES NO

If yes, please give their names(s), relationship(s) and the location(s) of their confinement.

Do you have a relative or acquaintance who is an offender currently being supervised by the PA Board of Probation and Parole?

YES NO

If yes, please give their name(s), relationship(s) and the location(s) of their supervising agent.

Do you have a relative or acquaintance who is an offender currently being supervised by a county probation office?

YES NO

If yes, please give their name(s), relationship(s) and the location(s) of their supervising officer.

Student's Name (printed): _____

Student's signature: _____

Date: _____

COMMONWEALTH OF PENNSYLVANIA
BOARD OF PROBATION AND PAROLE
AUTHORIZATION TO OBTAIN INFORMATION

You must complete and sign either Section A or Section B, but not both.

Section A – Approval:

I, _____ having made application for an internship with the Pennsylvania Board of Probation and Parole, request that the Pennsylvania Board of Probation and Parole be informed as to my background and character.

I hereby authorize the Pennsylvania Board of Probation and Parole or any person or entity acting on their behalf to investigate and ascertain any and all information concerning my background and character, which may pertain to my qualifications to be considered for employment with said agency. I understand that such information may be obtained from any person, document or other source, and I hereby expressly authorize the release of any such information and/or document.

I hereby release the Pennsylvania Board of Probation and Parole, any person or entity acting on their behalf, and all other persons from any liability as a result of releasing said information to the Pennsylvania Board of Probation and Parole, or any person or entity acting on their behalf. I further understand that in consideration for said release, the Pennsylvania Board of Probation and Parole will regard all information as confidential and shall not release the same to any other person without my expressed, written consent.

Social Security Number	Signature
	Address (Street, Rd.#, Apartment#)
Witness	City, Borough, Township
	State Zip Code

Section B – Disapproval:

I, _____, having made application for employment with the Pennsylvania Board of Probation and Parole, expressly REFUSE to sign the authorization stated above. I further understand that because I am signing Section B of this Authorization to Obtain Information that I will be rejected for such employment.

Witness	Signature
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**QUESTIONS & ANSWERS ON STUDENT INTERSHIPS
WITH THE
PENNSYLVANIA BOARD OF PROBATION AND PAROLE**



PREFACE

The Pennsylvania Board of Probation and Parole (PBPP) has provided both graduate and undergraduate student placement opportunities to over 30 colleges and universities in Pennsylvania. The PBPP is committed to providing students with a unique opportunity to learn about this segment of the criminal justice system. We feel that by offering placements, we are preparing future employees of the criminal justice system and involving community citizens in the correctional process.

Prospective students and their sponsoring educational institutions are asked to review this information in detail when considering a placement with our agency. We feel the foundation for a valuable internship experience is built upon sound communication, preparation, and clear expectations of all those involved in this joint learning experience. This publication is designed to aid prospective students and their sponsoring institutions in considering a placement with our agency.

What is the “philosophy” of The Board in structuring your internship program?

The PBPP will provide the student an opportunity to learn, while it is the student’s responsibility to take advantage of these opportunities. The placement by its nature is not a highly structured experience, but is designed to be flexible to meet the needs of the agency, its offenders, and the individual student. The student will be regarded as a professional person during the placement and will be expected to conduct themselves in an appropriate manner, including being able to identify their own developmental needs, and conducting themselves within the realm of professional ethics.

The student is expected to be an asset to the agency and its offenders, NOT a liability.

Agency staff, with ever increasing workloads, must focus their efforts on serving its offenders. Agency staff cannot afford non-productive diversions that would tax our already limited resources and cost valuable time. In this process there are certain legal and administrative limitations affecting the role and duties of the student intern which will be explained later in this packet.

The PBPP feels student internships can be a valuable asset to the agency, while students receive a practical education in probation and parole work.

What types of placements are available?

Most placements with our agency are in the district and sub-offices working with parole agents as they perform their normal duties. While the district offices and sub-offices present the most sought after placement experiences, internships are also possible at the central office for students interested in administrative, legal, or research-related placements, and at institutional parole offices. Applications for these internships will be handled on an individual basis between the student and the appropriate bureau director.

Additionally, we will attempt to provide a placement for you in the area you request, although this is not always possible. In completing the Application for Student Internship, students should specify what other areas in which they are willing to work. Any special interest, needs, or limitations should be noted at the time formal application for placement is made.

What types of duties may I be assigned to?

The exact duties a student may be assigned to do will vary depending on their placement within the PBPP.

A. Field Undergraduate Internship Programs

1. Direct Services (Supervision)
 - a. General travel and observation of agents
 - b. Observe group counseling sessions
 - c. Observe initial interviewing
 - d. Observe individual counseling
 - e. Observe specialized counseling
 - f. Observation of hearings

2. Direct Services (Investigation)

- a. Assist agents with classification summary investigations
- b. Assist with pre-parole investigations
- c. Observe pre-sentence investigations
- d. Observe pardon board investigations
- e. Observe investigations incidental to arrest
- f. Assist with paperwork

3. Administrative

- a. Completion of surveys, research, etc.
- b. Assist agent in relevant surveys and any assigned administrative duties

B. Policy and Legislative Affairs Office or Communications Office

1. Policy research and analysis of other states efforts regarding prison overcrowding and parole issues
2. Interns may work with senior staff to update agency procedures
3. Research and write-up stories on parole activities
4. Absconder research under the interstate compact
5. Aiding with legislative bill research and analysis
6. Observe parole hearings
7. Ride along with a parole agent for a day
8. Other tasks as assigned

C. Office of Chief Counsel – Law Clerks

1. Handle document requests
2. Research and summarize cases and statutes
3. Memorandum writing
4. Assisting with administrative appeals
5. Additional assignments as the attorneys may assign

D. The Harrisburg Internship Semester “THIS”

1. Office of Chief Counsel
 - a. Ride along with an agent
 - b. Observe parole hearings
 - c. Attend trials/hearings as scheduled
 - d. Update publications in law library
 - e. Pull central office files as needed
 - f. Draft responses to administrative appeals, legislative bills, etc.
2. Policy and Legislative Affairs Office
 - a. Legislative inquiries
 - b. Bill analysis
 - c. Policy issue research project
 - d. Attend various meetings

E. Sexual Offenders Assessment Board

1. Research
2. Assisting clinical directors with studies
3. Work with investigators
4. Accompany investigators in the field
5. Attend legislative hearings
6. Observe offender interviews
7. Observe sex offender board members during assessments

In all instances the student will report to an agency supervisor or an agency-assigned field instructor. This staff member will be responsible for providing necessary guidance and support during the course of placement and agency orientation.

The duties assigned to the student are made at the discretion of their agency supervisor. These determinations are made based on an assessment of local needs, resources, and capabilities of the agency and the student. Prior to the placement, the student should communicate with their assigned agency supervisor their overall expectations and objectives associated with their placement in addition to the special requirements or expectations of their sponsoring educational institution.

Due to the sensitive nature of the work, all prospective interns will be required to submit to a background check prior to the PBPP offering an internship.

What are the qualifications and expectations associated with my internship?

A. Field Undergraduate Internship Programs

1. Students should be pursuing a course of study related to the field of criminal justice or human services.
2. Students must be 18 years of age in an undergraduate program in good academic standing.
3. Students must be available to work 30-35 hours a week minimum.
4. Required essential functions:
 - a. Quickly get into and/or out of a vehicle in response to an emergency situation
 - b. Stand continuously for extended periods of time
 - c. Walk up/down steps to visit offenders or other parties
 - d. Walk continuously for extended periods of time
 - e. Be able to run/jog continuously for a minimum of five minutes

B. Policy and Legislative Affairs Office and Communications Office

1. Interns must be a graduate or law student and have an interest in criminal law or state policy formation
2. Interns will be required to work the equivalent of full-time (4-5 days per week) during the summer or a minimum of 2 half days during the fall or spring semesters when they are enrolled in classes full time.

C. Office of Chief Counsel Law Clerks

1. Legal interns are recruited through a coordinated effort between the Office of General Counsel and the Office of Chief Counsel.

D. The Harrisburg Internship Semester "THIS"

1. Students are recruited from throughout the state by a group of fourteen faculty campus coordinators and are placed through the Pennsylvania State System for Higher Education.
2. Students must have earned at least 45 undergraduate college credits and maintain a minimum 3.0 cumulative grade point average.

E. Sexual Offenders Assessment Board

1. Students must be studying psychology, criminal justice or similarly related fields and be in good academic standing.

How do I apply for placement?

All students seeking a placement with the PBPP are required to complete the Application for Student Internship. We actively encourage the supervising professor or designated placement coordinator from your educational institution to screen the application prior to your submittal to assure timely coordination and support.

The PBPP must be given the opportunity to review any administrative or other requirements placed upon the PBPP by your sponsoring institution. The applicant must inform the PBPP of any requirements at the time of application. The PBPP retains the right to disapprove an application for internship if the PBPP feels these requirements are not in the best interest of the agency.

It is preferred that undergraduate internship candidates submit their applications at least two months prior to when they would be available to start and internship. Submittals that do not allow for this time may be delayed.

The original application is to be sent to the intern coordinator at the central office. In the event more than one location is being requested, this should be clearly indicated on the application along with order of preference. Proper procedures for special types of internships may be secured by contacting the intern coordinator listed in the back of this booklet.

If additional copies of the application for student internship are needed, prospective interns are encouraged to make photocopies prior to filling out the attached application for student internship, also additional copies may be secured by contacting the intern coordinator.

Once the completed application is received, it will be screened, and a determination will be made regarding the desired placements. A personal interview and background check will be required before any perspective intern's acceptance is finalized. Furthermore, at this time, it is important for both the agency and the student to understand the mutual expectations so that a productive learning experience will result. Any questions or problems should be resolved prior to accepting the placement.

After initiating an application, students are requested to immediately advise the intern coordinator of any changes in their personal information in order to assure that the process goes as smoothly and quickly as possible. If there are any questions regarding the status of the application or other questions, the intern coordinator should be contacted.

What criteria are used in accepting a student for placement?

In addition to adequate academic preparation, a high degree of maturity is an essential prerequisite for placement with a law enforcement agency such as the PBPP. The following criteria will be taken into account when considering prospective interns:

- A. Students considered for internships should be pursuing a course of study related to the field of criminal justice or human services.
- B. Students must be 18 years of age and enrolled an undergraduate or graduate program in good academic standing.
- C. Interest in the field, maturity, and initiative are characteristics necessary for placement with the agency.
- D. Logistical considerations should be given to transportation, potential interruptions in work schedule, lodging arrangements, etc.
- E. A background check will be made on all applicants. Any criminal arrests and/or convictions may result in the requested placement being denied.

What about part-time placements?

Part-time student placements of less than 30 to 35 hours a week are usually discouraged. This is due to the logistical and scheduling problems that may have an adverse effect on the overall quality of the placement. However, each situation is reviewed individually and is contingent upon the approval of the district director.

What about part-time employment or course work?

The parole agent's job consists of uncertain work hours with properly supervising the offender being the first priority. Therefore, the PBPP discourages student interns from making other outside commitments (i.e. classes and/or part-time employment scheduled on days while in placement). Careful review by the intern coordinator and your supervisor should take place before approving such arrangements.

Will I be paid or receive compensation for my expenses?

Under most placement situations, the agency shall not reimburse the student for any transportation, lodging, or subsistence expenditures; nor is it able to provide any stipends or reimbursement to either student or school.

Situations where expense reimbursements to students seem warranted will be handled on an individual basis subject to the prior review and approval of the director of the Office Administrative Services. These situations will be limited to expenses incurred as a result of assigned duties furthering the agency's immediate interests. Specific guidelines in this regard are impractical and are subject to the variables of each placement and the duties assigned. After approval is given, the student may submit an expense voucher subject to the same guidelines and procedures that apply to regular employees.

Student interns are not permitted to operate state vehicles. Only properly licensed commonwealth employees to whom the vehicles are assigned or dispatched shall operate commonwealth vehicles.

Insurance Coverage . . . What happens if I am injured or involved in any type of litigation as a result of my placement?

In view of our agency's commitment to the use of student interns, coupled with the potential risks associated with our mission, certain issues relative to personal and/or agency liability require clarification.

The commonwealth has no insurance to cover an intern in situations where they may be exposed to risk or injury, nor is the commonwealth empowered to seek such, or to cover such exposure.

If an act of negligence committed by a student intern resulted in a suit brought against an employee of this agency, the commonwealth would assume the employee's defense; unless it was determined the employee did not act in good faith or acted outside the scope of his/her duties. There will be no response to a claim or suit against the intern and the commonwealth will not represent or indemnify any interns in such situations.

It is very important that the student and their sponsoring educational institution understand these provisions and limitations.

When and where should I report?

On the first day of placement, unless otherwise instructed, you should report at 8:30 a.m. to the office where you were assigned. After that, in most cases, your supervisor (or district director) will establish an ongoing schedule exposing you to a variety of the day-to-day activities of parole agents. If you desire any special activities, you should speak with your supervisor regarding its timeliness and feasibility.

The supervisor is responsible for providing an overview of the agency process. He/she will be available to answer questions regarding your internship within the agency and will be responsible for the overall coordination of the placement experience.

What will be my work hours?

Normal agency hours as coordinated with a supervisor. If you are a field/undergraduate intern, the agent to whom you are assigned will be working beyond “normal” working hours. This overtime work is often unexpected, particularly if an emergency or crisis situation arises. Therefore, the student must be flexible in terms of the time commitments for it may not be feasible to transport the student back to the office or meeting location at the planned time.

Where will I be working?

Interns may be working anywhere within the area covered by the office to which you are assigned. The PBPP is primarily a field service organization with most of the agent's functions taking place in the field. In most areas, especially rural areas, agents report to their respective office only one day a week. Therefore, many students will be asked to meet their assigned agents at a predetermined location away from the office en route to his/her caseload responsibilities.

What should I do if I am sick and unable to report to work?

The student should immediately contact their supervisor and cancel any arrangements for the particular day. If your supervisor is not available, their supervisor should be contacted. Failure to do this may result in wasted time for an agent by leaving them waiting for the student to meet them.

Should I have transportation available?

All students accepted for placement must have transportation available since it is the student's responsibility to provide transportation to and from the office they are assigned to, or to meet their supervising agent at a predetermined location. The agency supervisor should be consulted regarding specific expectations.

How about dress and grooming?

Once accepted, the student is considered an agency representative. Student interns should dress according to the situation. If coming into contact with various public officials (i.e. court room judges or attending PBPP hearings), more formal attire is necessary. For males, a suit and tie is appropriate, while females may need to wear a dress or suit. The PBPP requires the student to be neatly and appropriately groomed at all times while in placement. Furthermore, your assigned supervisor will be able to elaborate on the specific requirements for your placement.

What about conducting research and studies while on placement?

The PBPP welcomes the objective examination of its efforts and is continually trying to find ways to improve its operations, though the student is asked to follow various guidelines in doing research or independent studies.

First the student should discuss the project topic, scope, and methodology for any proposed research with the agency supervisor. Assistance may then be offered in helping the student structure the study to be consistent with the availability of information and can possibly

suggest additional resources. It must be realized that while the case folders and other offender-related data are available for review by students they can only be used for educational purposes. As the PBPP is bound by strict rules of confidentiality, so will the student. Students will need to agree to sign a confidentiality agreement. Absolutely no information, written or verbal, may leave the agency or folder regarding offenders without the specific approval of the agency supervisor.

In addition, the student should not discuss specific cases and their identifying data with anyone outside the agency for it may prove to be damaging to the offender.

Students will also be required to provide the agency with copies of any papers or other reports they develop as a result of this experience. This material should be forwarded to the training division for inclusion in the agency library after it is reviewed at the local level.

What about evaluations?

The agency supervisor will be responsible for completing any performance evaluations required by your school.

What happens if there are problems, complaints, or grievances?

Any questions or other matters requiring clarification relative to student internships may be directed to the intern coordinator within the Recruitment and Placement Services Division.

Similarly, if problems are encountered in conjunction with a particular placement or program of a participating college/university, which cannot be resolved at the "local" level, they should be brought to the immediate attention of the Recruitment and Placement Services Division. We will attempt to resolve the problem and/or bring the matter to the attention of the involved parties, making appropriate program modifications so future problems can be averted.

Inquiries and Additional Information

The preceding information is designed to answer some of the more common questions posed by students. It is the hope of the PBPP to further enrich your education experiences while continuing to improve the quality and quantity of services to the offender and community

Should you have any further questions, or desire additional information, please feel free to contact:

PA Board of Probation and Parole
Bureau of Human Resources
ATTN: Intern Coordinator
1101 S. Front Street, Suite 5600
Harrisburg, PA 17104-2522
Phone: 717-787-5699 ext. 1346
Fax: 717-772-4185

Below is a list of the district offices, their related sub-offices, and a listing of counties supervised by each office where students may apply to work for their internships.

CENTRAL REGION

Central Region Office

1101 South Front Street
Suite 5950
Harrisburg, PA 17104
Phone: 717.787.5699

Allentown District Office

Jurisdiction: Berks, Bucks, Lehigh, Northampton and Schuylkill Counties
2040 South 12th Street
Allentown, PA 18103
Phone: 610.791.6157

Reading Sub-Office
Reading State Office Building
633 Cherry Street
Reading, PA 19602
Phone: 610.378.4331

Harrisburg District Office

Jurisdiction: Adams, Cumberland, Dauphin, Franklin, Juniata, Lancaster, Lebanon, Perry and York Counties
1130 Herr Street
Harrisburg, PA 17103
Phone: 717.787.2563

York Sub-Office
785 Vogelsong Road
York, PA 17404
Phone: 717.812.0263

Lancaster Sub-Office
39 East Chestnut Street, Suite B
Lancaster, PA 17602
Phone: 717.299.7593

Chambersburg Sub-Office
630 Norland Avenue
Chambersburg, PA 17201
Phone: 717.491.1038

Scranton District Office

Jurisdiction: Carbon, Columbia, Lackawanna, Monroe, Pike, Susquehanna, Wayne and Wyoming Counties
430 Penn Avenue
Scranton, PA 18503
Phone: 570.963.4326

Williamsport District Office

Jurisdiction: Bradford, Centre, Clinton, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga and Union Counties
450 Little League Boulevard
Williamsport, PA 17701
570.327.3575

EASTERN REGION

Eastern Region Office

2630 North 13th Street
Suite 100
Philadelphia, PA 19132
Phone: 215.560.6594

Chester District Office

Jurisdiction: Chester, Delaware and Montgomery Counties
701 Crosby Street – Suite C
Chester, PA 19013
Phone: 610.447.3270

Norristown Sub-Office

1961 New Hope Street
Norristown, PA 19401
Phone: 484.250.7580

Philadelphia District Office

Jurisdiction: Philadelphia County
2630 North 13th Street
Suite 100
Philadelphia, PA 19132
Phone: 215.560.6594

Philadelphia Northeast Division
1318-24 West Clearfield Street
Philadelphia, PA 19132
Phone: 215.965.2700

Philadelphia Northwest Division
334 East Cheltenham Avenue
Philadelphia, PA 19144
Phone: 215.560.4685

Philadelphia West Division
5828-38 Market Street
Philadelphia, PA 19139
Phone: 215.560.6261

Philadelphia County Wide Division
2630 North 13th Street
Suite 200
Philadelphia, PA 19132
Phone: 215.560.2082

WESTERN REGION

Western Region Office

1121 West North Avenue
Pittsburgh, PA 15233
Phone: 412.880.0235

Altoona District Office

Jurisdiction: Bedford, Blair, Cambria, Clearfield, Fulton, Huntingdon, Indiana, Jefferson, Mifflin and Somerset Counties
Cricket Field Plaza
1304 7th Street – Rear
Altoona, PA 16601
Phone: 814.946.7357

Erie District Office

Jurisdiction: Crawford, Erie, McKean and Warren Counties
221 East 18th Streets
Erie, PA 16503
Phone: 814.871.4201

Mercer District Office

Jurisdiction: Armstrong, Butler, Cameron, Clarion, Elk, Forest, Lawrence, Mercer and Venango Counties
Post Office Box 547
Creekside Office Complex – Suite 102
8362 Sharon-Mercer Road
Mercer, PA 16137
Phone: 724.662.2380

Franklin Sub-Office
50 Gibb Road
Franklin, PA 16323
Phone: 814.437.7531

Butler Sub-Office
207 Sunset Drives - Suite 1
Butler, PA 16001
Phone: 724.284.8888

Pittsburgh District Office

Jurisdiction: Allegheny, Beaver, Fayette, Greene, Washington and Westmoreland Counties
134 Enterprise Street
Pittsburgh, PA 15206
Phone: 412.365.3540

Greensburg Sub-Office
333 Harvey Avenue - Suite 100
Greensburg, PA 15601
Phone: 724.832.5369

Mon-Valley Sub-Office
335 Fifth Avenue
McKeesport, PA 15132
Phone: 412.664.5320

North Shore Sub-Office
1121 West North Avenue
Pittsburgh, Pa 15233
Phone: 412.442.5840

Beaver Falls Sub-Office
600 Sixth Street
Beaver Falls, PA 15010-4625
Phone: 724.847.5575

■ PUBLIC SCHOOL EMPLOYEES' RETIREMENT SYSTEM

Opportunities: Government Service Internship (GSI)

The Public School Employees' Retirement System offers interns who are proficient in Microsoft products including Excel and Word a hands on experience assisting with administrative support and routine clerical work. Students must be able to work a minimum of 10-15 hours every two weeks during the business hours of 8:30 a.m. – 5:00 p.m. We offer flexible hours to accommodate school schedules.

Interns must be a full-time student (12 credits for undergraduates and 9 credits for graduate students) enrolled in a post-secondary education program for the next semester, be in good academic standing and be at least eighteen years of age. Eligible students earn \$13.56 per hour for GSI internships.

How to Apply: For additional information and to view current internship positions, visit www.employment.pa.gov and click on internships.

■ REVENUE

Opportunities: The Department of Revenue utilizes the Government Services Intern and Clerk 2 job titles for summer employment. Most positions are located in Strawberry Square, Harrisburg.

- Government Services Intern (full-time enrollment in a post-secondary education institution for the fall semester. Performs a variety of functions based on bureau assignment). \$13.56 per hour.
- Clerk 2 Intern (performs customer service functions in our Taxpayer Service and Information Center). \$15.28 per hour.

How to Apply: Please submit your application on the Bureau of Talent Acquisition website to be considered for these great opportunities.

1. Go to www.employment.pa.gov
2. Click on the Internship Opportunities section
3. Click on the job(s) you are interested in and apply and complete the application following the instructions provided

You can apply for multiple jobs to expand your opportunities.

The Department of Revenue will review qualified candidates and we will contact you for an interview.

■ SERS

Opportunities: SERS has a paid investment internship program which affords students the opportunity to work alongside senior investment staff managing the commonwealth's approximately \$30 billion pension fund. While working with the investment team, interns will gain exposure to development and execution of investment strategy across multiple asset classes, which may include equities (stocks), fixed income (bonds), real estate, and private equity. Interns may also have the opportunity to interact with investment professionals from some of the world's largest institutional money managers, consulting firms, and research groups. SERS' investment internships include the opportunity for interns to receive their Bloomberg Certification.

Description of Work: Investment Intern assignments may include:

- Create and distribute monthly reports summarizing economic indicators and market data
- Monitor and track investment manager performance metrics
- Prepare monthly Pro-Forma Asset Allocation reports for senior investment staff
- Assist with preparation of investment material for SERS board meetings
- Attend and participate in meetings with external investment advisors, internal staff, and SERS board

Eligibility:

- Be enrolled at an accredited college or university
- Be working toward a bachelor's or master's degree in business, economics, finance, or investments
- Be able to earn college credit for the internship
- Carry an overall GPA of 3.0 or higher; 3.4 or higher preferred
- Be available to work a minimum of 15 hours/week during a semester of 37.5 hours/week during the summer
- Be available to work between the hours of 8:00 a.m. and 5:00 p.m. during a normal business week of Monday through Friday

Deadline: SERS typically has investment internship opportunities for summer, fall, and spring. Check the commonwealth's main employment website – www.employment.pa.gov – to see if any investment internship opportunities have been posted.

How to Apply: Interested students must apply through the commonwealth's main employment site – www.employment.pa.gov. Select the internship tile.

SERS Contact Information: SERS-Human Resources Division
ra-erInternWithSERS@pa.gov
717-783-8085

■ STATE

Opportunities: The Department of State, Office of Legislative Affairs, seeks a highly motivated, Summer Intern. This individual will receive extensive experience with regards to the legislative process, professional licensure, elections, notaries, and much more. The Legislative Affairs Intern will assist by handling legislative constituent inquiries, attending meetings with the legislature, track important departmental legislation, and other office-related tasks.

Ideal candidates will be positive, energetic, and possess a strong willingness to learn about the Department of State. Strong oral/written communication is must for the position, as the intern will be in constant contact with both the Executive and Legislative branches.

Eligibility:

- Be enrolled at an accredited college or university
- Be working towards a bachelor's degree in a related field
- Carry an overall GPA of 3.0 or higher
- Be available to work between the hours of 8:00 a.m. and 5:00 p.m. during a normal business week of Monday through Friday

How to Apply: All interested candidates should submit a resume, and a cover letter to the Office of Legislative Affairs, shammaker@pa.gov.

■ STATE INSPECTOR GENERAL

Opportunities: On a continuous basis, the Office of State Inspector General looks to recruit qualified college students to serve as Investigative Interns to assist in meeting the agency's mission as well as to help students gain experience. The internships are unpaid positions and last for the length of the student's semester. Depending upon school requirements and case assignments, interns will usually work between 20 and 40 hours per week. To accommodate students, internships are available during fall, spring, and summer semesters.

Deadline: January Start – November 30 Deadline
May Start – March 31 Deadline
August Start – June 30 Deadline

How to Apply: Contact Martin B. Molitoris, Chief, Training Division & Internship Coordinator at mmolitoris@pa.gov or 717-783-0871. To guarantee a prompt start to an internship and to give ample time for interviewing and background checks, it is important for interested students to supply a resume, personal data sheet, and internship application to the Internship Coordinator by the application deadline.

■ STATE POLICE

Opportunities: Limited unpaid college internships may occur within a Bureau, Office, or Troop location.

How to Apply: If interested in more information, please contact us at ra-hrplacement@pa.gov.

■ STATE SYSTEM OF HIGHER EDUCATION

Opportunities: If you are interested in public policy, you have the opportunity to see it in action. By taking part in The Harrisburg Internship Semester (THIS), you can learn from Pennsylvania's policymakers and leaders, enhance your academic experience and prepare for life outside of the classroom.

Some of the skills you will sharpen while in Harrisburg include report and speech writing, research, and program design and evaluation. While policymakers bring their years of expertise to the table, you provide fresh points of view, making it an ideal partnership.

You can earn 15 semester credit hours for THIS from the State System university in which you are enrolled—nine credits for the internship placement, three credits for completing a research project, and three credits for participation in an academic seminar. You are responsible for tuition and fees as in any other semester. A \$4,000 stipend is provided to assist with living and other expenses.

Internship Sites: The semester-long internship experience provides you with a variety of opportunities within the state government structure, including with both the legislative and executive branches, the Democratic and Republican parties, and a variety of agencies that are directly associated with Pennsylvania's state government. Past internship sites include:

- Governor's Policy Office
- Lieutenant Governor's Office
- Office of the Speaker of the House
- House Majority and Minority Leaders
- Department of State
- Historical and Museum Commission
- Department of Corrections
- Department of Probation and Parole
- Center for Rural Pennsylvania
- Department of Conservation and Natural Resources
- Department of Environmental Protection

How to Apply: Contact your State System university THIS coordinator to learn more about the program. While you should apply prior to the academic year you wish to participate, it's never too early to start asking questions and getting informed! For more information, visit passhe.edu/THIS.

■ TREASURY

Building a better future for Pennsylvanians through transparency, accountability, financial empowerment, and diversity & inclusion.

Opportunities: The Pennsylvania Treasury Department accepts undergraduate and graduate internships.

Internships in various areas including, Unclaimed Property, Fiscal Review, Communications, Legislative Affairs, Consumer Programs, Policy, and other areas of the Department as needed.

The Treasury Department has the following office locations in the Harrisburg area: the Finance Building, Riverfront Office Center, and the Labor & Industry Building.

How to Apply: For more information or to apply contact:
Patrick C. Tighe, Director, Human Resources
104 Finance Building
Harrisburg, PA 17120
717-787-5979

Submit resume/application to *hr@patreasury.gov*

Please visit our website at ***www.patreasury.gov***

■ TURNPIKE COMMISSION

Opportunities: The Pennsylvania Turnpike Commission is accepting applications for its summer employment program for 2019. Summer employment positions available are: toll collector, maintenance worker, clerk, engineer intern and IT intern.

Available Summer Employment Positions and Pay Rate :

- Summer Toll Collector: \$12.00 per hour
 - Must be available to work any of the three (3) shifts over a 24-hour period, including Saturday, Sunday and holidays on the basis of a 40-hour work week.
- Summer Maintenance Worker: \$12.00 per hour
- Summer Clerk: \$12.00 per hour
- Summer Engineer Intern: \$14.50 per hour
- Summer IT Intern: \$14.50 per hour

Application and Eligibility: In order to be considered for employment by the PTC, all applicants including those seeking re-employment must complete a Summer Employment application. At the time of employment, all applicants must meet an age requirement of at least eighteen (18) years of age and have completed a secondary education program such as high school or GED.

Additionally, all applicants must meet one of the following criteria to be eligible for employment:

- The applicant is currently enrolled in, or accepted to, a post-secondary educational program such as college or trade school for the Summer or Fall of 2019.
- The applicant will be entering into basic training for the United States Armed Services during the Summer or Fall of 2019.

The PTC will accept the following documents as verification of enrollment:

- Returning Students:
 - An enrollment verification statement letter from the school; or
 - A copy of online enrollment for the Summer or Fall semester; or
 - A paid fall semester bill.
- First-Year Students:
 - An acceptance letter from a post-secondary education institution for the Summer or Fall of 2019.
- Entering basic training in the Summer or Fall of 2019:
 - Document from Armed Service branch indicating first day of basic training.

This information must be submitted before an individual will be permitted to begin employment.

Graduates from a post-secondary education program will not be eligible for summer employment, unless they have been accepted to and will be entering into a graduate-level education program.

Additionally, each applicant that has been submitted for employment will be subject to a Pennsylvania criminal background screening and review before being approved for employment.

Deadline: ASAP

How to Apply: Interested individuals should complete a summer employment application online at www.paturnpike.com under the "Employment/Internship" tab.



Provided by

**State Senator
JAY COSTA**

Serving the 43rd District

FOREST HILLS

1501 Ardmore Boulevard • Suite 403 • Pittsburgh, PA 15221
(412) 241-6690 • Fax: (412) 731-2332

CARRICK

2306 Brownsville Road • Pittsburgh, PA 15210
(412) 884-8308 • Fax: (412) 886-2080

HOMESTEAD

314 East 8th Avenue • Homestead, PA 15120
(412) 462-4204 • Fax: (412) 462-4543

HARRISBURG OFFICE

Senate Box 203043 • Harrisburg, PA 17120-3043
(717) 787-7683 • Fax: (717) 783-5976
Senate of Pennsylvania: 1-800-364-1581 (TTY)

E-MAIL: costa@pasenate.com

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www.SenatorCosta.com