
***Department of Political
Science***

Internship Packet

2019/2020



**BALL STATE
UNIVERSITY**

W E F L Y

Department of Political Science Undergraduate Requirements for Student Internships

Dr. Sean Hildebrand – Internship Coordinator
269 North Quad or shildebrand@bsu.edu

You have the opportunity to gain real-world experience for credit towards your degree in Political Science! This can occur during the Spring, Summer, or Fall semester, but the legwork needs to occur far in advance to make it happen.

To receive credit for an internship you must meet the prerequisite requirements for the internship course. This includes the following that is dependent upon when you began the degree program at Ball State:

For those who started their Political Science degree at Ball State before the Fall 2019 Semester: Successful completion of POLS 130, 237, and one of the following courses: POLS 342, 350, 431, or 473. It is suggested that students also complete 5 “Career Ready” competencies via the Career Center – including the topics of Career Management, Professionalism/Work Ethic, Oral/Written Communication and two other topics of your choice.

For those who started their Political Science degree at Ball State during/after the Fall 2019 Semester: Successful completion of 15 Political Science credit hours. Verified completion of the 5 “Career Ready” competencies via the Career Center – including the topics of Career Management, Professionalism/Work Ethic, Oral/Written Communication and two other topics of your choice.

Students can apply to work during the spring semester as part of the legislative intern program at State Legislature in Indianapolis, get paid, and take additional degree courses in Indianapolis. Otherwise you need to find an internship on your own. Any internships the department hears about will be posted on our department’s Facebook page: <https://www.facebook.com/ballstatepolisci/> and on the department webpage: <https://www.bsu.edu/academics/collegesanddepartments/political-science/activities-opportunities/internships>. The Ball State Career Center also offers information about internships as well as resume and cover letter development assistance, and they host the “Career Ready” competencies: <http://cms.bsu.edu/about/administrativeoffices/careercenter>. If you are considering staying in the state of Indiana to work, <https://www.indianaintern.net> is another strong resource for internship information.

Internships need to be related to the public sector in some way. This includes government, non-profit, policy, political, or lobbying organizations. You will need to start making phone calls and connecting with these organizations as soon as possible to get the internship established. In many cases this will include an interview process, so have a good resume and cover letter developed before applying.

Once you get things set up for an interview, you should meet with Dr. Sean Hildebrand (if you have not already) to express your interest in doing an internship. He will help you get ready for any interview you may have, and help you establish what will be necessary for you to register

for course credit once the internship is offered and accepted. Note: you must secure the internship, clear it with Dr. Hildebrand, and register for the course prior to the University's Drop/Add deadline for the semester in which you complete the internship work to earn course credit. No late adds will be processed for internship credit.

During the internship, you will be required to work for a minimum of 200 hours during the semester (12-13 hours per week in the fall/spring, 20 hours per week in the summer) at the organization. Dr. Hildebrand will ask for contact information of your supervisor and will be in touch with them to make sure things are going as they should. Furthermore, you will keep a journal of your daily activities at the internship, and write a few short papers about your experience as it relates to what you've learned in class. All assignments are submitted and scored via Canvas.

The internship is one choice of capstone courses needed by Political Science majors to graduate. The other choice is a thesis (404). Students must successfully complete one or the other and declare your intention to pursue one or the other by the time you have completed 75 hours of course work towards your degree.

If you have any questions please contact Dr. Hildebrand via e-mail at shildebrand@bsu.edu, or stop by his office – 269 North Quad – during his open office hours.

Please note this flyer is for Political Science majors only – Legal Studies majors have their own requirements and should speak to Professor Brad Gideon (bmgideon@bsu.edu) directly about what is necessary for that program.

City of Muncie Mayor's Office

Location: Muncie, IN

Semesters Available: Spring, Summer, Fall

Internship with Muncie Mayor's Office

Incoming Mayor Dan Ridenour of Muncie is seeking internship applications from Political Science, Public Policy, or Public Administration students. Those applying must be in good academic standing and possess the qualities of being prompt, tenacious, hardworking, and ready to learn, as well as meet the prerequisites of the Political Science department's internship program. There is some scheduling flexibility in terms of hours. The selected student will be given many different projects varying based on the Mayoral and city needs. They will learn about local government, different city departments, and will attend several meetings outside the office. Students are expected to be on time with a professional attitude every day.

The purpose of this internship is to give the selected student an immersive experience, where they encounter a variety of tasks and encounters with key community stakeholders. Different experiences will happen each day, so the student must be able to move quickly from task to task. The city will make appropriate accommodations to ensure a positive, educational experience for the selected student.

Applications will be accepted on a continual basis, as the position will be available for Spring, Summer, and Fall semesters. This is an unpaid position.

If Interested Please Contact: Nancy Larson 765-213-9213 or muncietransition@gmail.com

City of Crown Point Human Resources

Location: Crown Point, IN

Semesters Available: Summer

The city of Crown Point, Indiana is offering a paid (\$12/hr) internship each summer within the Human Resources department. Duties will vary based on the needs of the department. Please contact Karen Marben for more information and to apply: kmarben@crownpoinc.in.gov or 219-661-2284.

Hancock County Prosecutor's Office

Location: Greenfield, IN

Semesters Available: Summer, Fall, Spring

The Hancock County Prosecutor's Office is seeking law student internship applicants with a demonstrated interest in criminal law. The positions are unpaid, although applicants are encouraged to participate in the school sponsored, for-credit Prosecutor Externship Program.

An intern for the Hancock County Prosecutor's Office will mainly provide support to the deputy prosecutors as they prepare their cases for trial. Responsibilities may include, but are not limited to, legal research, victim contact, witness preparation, summarizing statements, and trial preparation. In the event an intern is able to become a Certified Legal Intern under Admission and Discipline Rule 2.1 of the Supreme Court of Indiana, responsibilities may include representing the State of Indiana in court by handling the prosecution of criminal cases in one of the Hancock County courts.

If you are interested in this opportunity, you may submit your resume to:

Shannon Crull
Victim Assistant Coordinator
Hancock County Prosecutor's Office
27 American Legion Place
Greenfield, IN 46140
scrull@hancockcoingov.org
Fax (317) 477-1180

Ice Miller LLP

Location: Indianapolis, IN

Semesters Available: Summer

Ice Miller LLP is looking for two Public Affairs Interns to work in their downtown Indianapolis office this summer. The internship would begin early May and last through August 30th. To qualify, you need to be a graduate student or junior/senior with an excellent GPA. Strong writing and summarization skills are required to be successful in this role, as well as the ability to juggle multiple priorities. The candidate must be able to thrive in a fast-paced environment, with time-sensitive materials, and maintain strict confidentiality due to the nature of the position.

Please submit a resume and cover letter to Dr. Hildebrand via email at shildebrand@bsu.edu no later than March 15th to be considered for this opportunity. In-person interviews may be required prior to forwarding information to Ice Miller LLP, to continue the screening process.

Carmel Police Department

Location: Carmel, IN

Semesters Available: Summer

The Carmel city Police Department is looking for a Summer 2020 intern. The position provides an opportunity for a student to gain inside experience into the day-to-day operations of a police department. The position would begin in May and last through the Summer. More information about the internship program and an application form is available at this web link:

<http://www.carmel.in.gov/departments-services/police/community-resource-programs/internship-program>

If you have any questions about the position, please contact Lt. James Semester at jsemester@carmel.in.gov or 317-571-2572.

Bluffton Parks Department

Location: Bluffton, IN

Semesters Available: Summer

The Bluffton Parks Department is looking for a Summer 2020 intern. The position involves assisting in planning, organizing, and implementing summer events put on by the department. Tasks include event planning, advertising, and attendance as well as maintenance of their social media platforms and the updating of documentation for the city's computer system. This is an unpaid position.

Dr. Hildebrand will handle the initial screening of candidates. Please send a cover letter and resume to him via e-mail at shildebrand@bsu.edu no later than April 1 to be considered. He may require in-person interviews before forwarding information on to the Bluffton Parks Director, who will then continue the screening process.

Indiana Republican Party

Location: Indiana (Multiple Locations)

Semesters Available: Summer, Fall, Spring

The Indiana Republican Party is looking for interns to fulfill multiple roles within the party. This includes campaigning, working with the finance team, and with the communications team. If you're interested, please contact Derek Hugo at dhugo@indiana.gop or visit the following web link for more information:

<http://indiana.gop/internships>.

Ball State Center for Peace and Conflict Studies

Location: Muncie, IN

Semesters Available: Fall, Spring

Are you looking for an internship that is conveniently located on campus? Are you looking to work in fields related to social justice, diversity, multiculturalism, human rights, public service/administration, communications, marketing, law, and/or peace?

Look no further!

The Center for Peace and Conflict Studies is looking for interns!

Who are we?

- We study, teach, and advocate for nonviolent philosophies, the prevention of conflict, and peacebuilding strategies shown to be successful.
- We seek to be a resource to BSU and the Central Indiana community regarding the peaceful resolution, reduction, and prevention of conflict.
- We offer an undergraduate minor compatible with undergraduate majors.

What would you do as a part of your internship?

- Contribute to our newsletters
- Help organize, promote, and participate in our monthly events
- Contribute, organize, promote, and participate in our major April Nonviolence Event
- Help with our social media accounts and the official website
- Enhance the presence of the Center on campus
- Strengthen, for instance, your writing, design, marketing, speaking, public relations, and leadership skills and knowledge
- Work towards making the world more peaceful and just!

Just so you know, this is an unpaid position. But...you can get credits for this internship if you are a Peace Studies minor. If you are not a Peace Studies minor, you also can earn internship credit in this minor or as part of many majors and other minors at Ball State!

Completing this internship has helped Ball State graduates to secure employment and entrance into graduate or professional schools. Several students from the Political Science department have interned with the Peace Center in the past and all have been thrilled with their experience!

If you are interested in applying for this internship, please email your cover letter and resume to the Peace Center graduate assistant, Aashna Banerjee, at abanerjee@bsu.edu. You can also email or call Aashna (765-285-1622) if you have any questions.

Indiana Humanities

Location: Indianapolis, IN

Semesters Available: Summer

Communications Intern – \$12/hour

Are you looking for an internship that will put some cash in your pocket and make you feel good about the work that you do? Are you a creative self-starter with attention to detail? Do you love thinking, reading and talking? Then we want you to join our team!

Indiana Humanities is a statewide nonprofit that encourages Hoosiers to think, read and talk. We offer an exciting and challenging internship opportunity for a hard-working and self-motivating individual who is passionate about the humanities and their ability to transform lives and communities. We'll be communicating about a variety of programs and events in 2020—including those that fall under our new INseparable theme about how we relate to each other across boundaries; Next Indiana Campfires, which includes outdoor excursions, a book and films; a historic bar crawl in downtown Indy; and much more. Interns at Indiana Humanities are often in charge of their own projects and have the opportunity to substantially contribute to the organization. Previous interns have gone on to work at nonprofits and businesses such as Cummins, Downtown Indy, Interactive Intelligence and YELP.

Primary responsibilities will be to assist the communications and program teams. Daily activities could include: designing images for social media, creating collateral posters or flyers, drafting press releases, writing content for the blog, increasing our social networking presence, organizing logistics for special programs and events and thinking critically about how best to reach our target audiences.

Qualifications:

- Self-motivated and ambitious
- Outstanding organizational skills
- Outstanding written and oral communication skills
- Demonstrated ability to work independently
- Demonstrated ability for critical thinking
- Knowledge of AP Stylebook guidelines
- Familiarity with Microsoft Outlook, Word, Excel
- Familiarity with Illustrator, InDesign, Photoshop, Dreamweaver/HTML encouraged
- Experience planning/implementing special events a plus
- Availability for occasional travel within Indiana
- Preference is given to a junior or senior seeking a degree in a humanities discipline (i.e. English, history, political science); communication field such as public relations or journalism; arts administration; creative media or design; etc.

Learn more about Indiana Humanities at www.indianahumanities.org. To apply, send a resume and brief email explaining your interest in the position to Kristen Fuhs Wells, vice president, at hr@indianahumanities.org. The deadline to apply is March 15, 2020.

Anderson Municipal Airport

Location: Anderson, IN

Semesters Available: Spring, Summer, Fall

Overview

The Anderson Municipal Airport is seeking a qualified and motivated individual to serve as an Airport Operations Intern for 2020. The individual will be exposed to all aspects of general aviation to include administration, maintenance, and Fixed Base Operator (FBO) processes. The internship is **not** a paid position.

Internship Requirements

Qualified candidates will be pursuing or possess a degree in Aviation Management, Business Management, Political Science, Public Administration, or closely related field, with an interest in aviation.

The Opportunity

- The selected intern will gain experience in all aspects of airport management. Areas covered are airport operations, airport property management, airport marketing, FOB operations, customer service, and airport administration.
- The individual will be exposed to Board of Aviation Commissioners (BOAC) meetings, and assist with airport management projects to include business plan development and marketing.
- Work hours are flexible and can be tailored to both the needs of the airport as well as the intern.
- Must have a valid driver's license and be able to operate vehicles.
- Must possess good situational awareness and have the ability to multi-task.
- Upon completion, the individual will have developed a deeper understanding of general aviation airports and the air transportation system.
- The internship will begin and end at agreed upon dates between the selected individual and the airport administration.

To Apply

- To be considered for the position, applicants should send a cover letter and resume to bmcmlen@cityofanderson.com.
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Delaware County CASA Program

Location: Muncie, IN

Semesters Available: Summer

CASA (Court Appointed Special Advocates) has the mission to advocate in the best interest of abused and neglected children in Delaware County. They offer internship opportunities that provide a wide range of experiences in this area. More information can be found at this webpage: <https://delawarecountycasa.org/make-a-difference/internships/>

Interested students must be 21 years of age, pass a background check, complete a pre-screening and interview process with CASA staff, and successfully complete 30 hours of pre-service training before the semester of the internship.

For more information contact Ashley Soldaat by phone at 765-747-7875 or via email at asoldaat@co.delaware.in.us. Interns are especially needed during the Summer 2020 semester.

Mark Hinton (D) for Indiana House Campaign

Location: Carmel, IN

Semesters Available: Summer

The Mark Hinton for Indiana House campaign is looking for interns during the 2020 campaign. The district is located in Carmel, and he is a Democratic party candidate. This position will give those interested the opportunity to learn about fundraising, voter outreach, advertising, polling, data management, and other aspects of a political campaign. If you're interested or would like more information, please e-mail: mark@hintonforindiana39.com.

Office of Senator Mike Braun (R)

Location: Indianapolis, IN and Washington, DC

Semesters Available: Spring, Summer, Fall

The Office of United States Senator Mike Braun is seeking applicants to serve as an intern in either the Washington, DC or Indianapolis, IN offices. The application for the internship can be found on our [website](#).

Interns will have the opportunity to work directly with staff in a United States Senator's office doing important work for the Senator's constituents. Whether they serve in Washington or Indianapolis, they will gain valuable experience.

If you have any further questions or would like more information, you can contact the office's internship coordinators directly. In Washington, DC, you can speak to Emma at 202-224-4814. In Indianapolis, you can speak to Josh at 317-822-8240.

Office of Fiscal & Management Analysis

Location: Indianapolis, IN

Semesters Available: Summer

Fiscal Research Intern

Position Description: The Office of Fiscal and Management Analysis (OFMA) of the Legislative Services Agency is seeking to hire a talented, self-motivated Fiscal Research Intern to assist with data collection, data analysis, literature review, and other projects as needed.

Requirements: Candidates enrolled in a Master's program in Economics, Public Affairs, Public Policy, Public Administration, Business Administration or a related course of study. We are seeking candidates with attention to detail and an interest in performing complex analyses. Proficiency with Excel is required, and familiarity with SQL and R programming languages are preferred.

Hours: Approximately 15 to 20 hours per week *Hourly Rate:* \$18.50 per hour

To Apply: Please submit a resume, writing sample, and a letter of intent that outlines your interest in this position and relevant coursework by hard copy or email to:

Heath Holloway, Deputy Director

Office of Fiscal and Management Analysis 200 W. Washington St., Suite 301 Indianapolis, IN 46204

Email: heath.holloway@iga.in.gov

About OFMA: We are the nonpartisan source of fiscal information, analysis, and research for the Indiana General Assembly. OFMA is regarded for its integrity and impartiality, and for consistently generating high quality research and analysis for public policymakers. OFMA consists of a 22- member staff that includes a director, two deputy directors, an office manager, a database administrator, a database developer, a chief economist, and 15 fiscal analysts covering all areas of state government.

Indiana Department of Corrections, Division of Staff Development

Location: New Castle, IN

Semesters Available: Spring, Summer, Fall

The Department of Correction is seeking a sharp, technology minded individual for a 2020 internship. The primary duties of the Education / Training Intern include working closely with our training division to review and develop training programs for implementation within the Indiana Department of Correction. The selected candidate will conduct a capstone project for the Indiana Department of Correction's Division of Staff Development and Training. The scope of the project will be to research, develop, and propose a plan for implementation; a training

program designed to reduce assaults and instances of un planned use of force. The selected candidate will utilize various research and writing techniques to develop Training for IDOC Employees.

Applicant will be accepted on a continual basis, as the position will be available for Summer, Fall, and Winter semesters. This is a paid position.

If you are interested in this opportunity, you may submit your resume to

Mr. Matthew Andrick, Operations Manager
Indiana Department of Correction
Staff Development and Training
MAndrick@idoc.in.gov

Munster Parks and Recreation

Location: Munster, IN

Semesters Available: Summer

Recreation Intern
\$225/week Stipend

Approximate 40 hrs./week, 10-12 week seasonal

Under the supervision of the Superintendent of Recreation, the Recreation Intern will assist with projects, programs and events to receive an all-encompassing experience. This will include, but is not limited to, summer camps, special events (Community Market, Monday Night Movies, Music in the Park, Car Show, Arts & Crafts Fairs, etc.), senior programming, general administration, budgeting, and marketing. The intern will also create and run programs of their choosing.

Munster Parks and Recreation is seeking a candidate who is self-motivated and will work cooperatively with staff, class participants, parents, seniors and the public as a whole. This individual shall display professionalism in oral and written communication; attend scheduled meetings and weekday, evening and weekend events as required; complete all paperwork, evaluations and reports in a timely manner; take the lead in specific special events; as well as create programs and events under the supervision of the Superintendent of Recreation. All interested applicants should send their cover letter and resume to jhiggins@munster.org or Jill Higgins, Superintendent of Recreation/Munster Parks and Recreation/1005 Ridge Rd./Munster, IN 46321.

City of Rushville Mayor's Office

Location: Rushville, IN

Semesters Available: Summer

Internship with Rushville Mayor's Office

Rushville is "Leading the way in rural Indiana" in a variety of ways. One of those being true youth engagement. Instead of making coffee this summer, help Rushville make big changes happen in our community.

Mayor Mike Pavey of Rushville is seeking internship applications from Political Science, Public Policy, Public Administration, Event Planning and Art Degree students. Those applying must be in good academic standing and possess the qualities of being prompt, tenacious, hardworking, eager to learn and fit into a fun and flexible work environment. Applicants should be a self-starter willing and able to manage projects from start to finish on their own.

There is some scheduling flexibility in terms of hours. The selected student will be given many different projects varying based on the Mayoral and City needs, as well as the individual strengths of the student. The intern would get to learn about local government, different city departments and will attend several meetings outside of the office. Students are expected to be on time with a professional attitude every day.

The purpose of this internship is to give the selected student an immersive experience, where they encounter a variety of tasks and encounters with key community stakeholders. Different experiences will happen each day, so the student must be able to move quickly from task to task. The city will make appropriate accommodations to ensure a positive, educational experience for the selected student.

This position will pay between \$10 to \$12 per hour depending on experience and available budget for the program.

If Interested please email resume and cover letter of why you are interested and what specific skills and experience you would bring to the position to: Brian Sheehan (Director of Intern Program) at bsheehan@cityofrushville.in.gov

City of Carmel Streets Department

Location: Carmel, IN

Semesters Available: Summer

SALARY: \$13.00 Hourly

OPENING DATE: 03/01/2020

CLOSING DATE: 04/01/2020

PURPOSE OF POSITION:

Visually inspect surface conditions and identifying different types of pavement distress linking

them to a cause and assign a rating based on the PASER system. Updating street department GIS asset inventories (streetlights, signs...etc.) through the use of ArcGIS Collector.

ESSENTIAL JOB FUNCTION:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Driving every dedicated City Street.
- Visually inspect surface conditions and identifying different types of pavement distress linking them to a cause and assign a rating based on the Paser system.
- Basic computer skills
- Basic GIS/GPS knowledge

Non-essential Job Functions:

Performs other related duties as required.

KNOWLEDGE, SKILLS, & ABILITIES:

- Ability to review and record data.
- Ability to operate within established guidelines.
- Ability to understand and follow written and verbal instructions.
- Ability to communicate effectively with supervisor and co-workers.
- Ability to perform addition, subtraction, multiplication, and division.
- Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, humidity, rain, standing water, fumes, severe weather, bright sunlight, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animal/ insect bites, toxic agents, disease or pathogenic substances.

QUALIFICATIONS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

- High school diploma.
- Must possess and maintain a valid Indiana driver's license.

An Equal Opportunity Employer

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.carmel.in.gov>

OUR OFFICE IS LOCATED AT:

One Civic Square

Carmel, IN 46032

317-571-2465

317-571-2467

hr@carmel.in.gov

The International Center

Location: Indianapolis, IN

Semesters Available: Spring, Summer, Fall

The International Center in Indianapolis has several internships that are available every semester. More details about specific internships can be found on their webpage:

<https://www.internationalcenter.org/employment/>.

Besides the COO and executive assistant overseeing the program, each intern has their own direct supervisor for a custom orientation, organizational and community activity inclusion, schedule management, mid-point and final evaluation, and to welcome and ensure their success while interning. Weekly programming is calendared into each intern's schedule to ensure their professional development and that staff, leadership, Board, and community leaders are actively and consistently engaged with our interns. Topics encompass interviewing, networking, community advocacy, public service, social media, protocol, inter-cultural communication, and governance to name a few.

Interns readily participate in our staff and department meetings and company/client projects, attend community events and join us at organizational sponsored meal events or networking activities. Some projects and events include global protocol books for Governor led trips, State Department International Visitor Leadership Program itineraries, Finance Committee material preparation, relocation services for expats, Economic Club luncheon, Naturalization Ceremony presentation, Gleaners Community Service Day, Indy Chamber Roundtable, Paralympics host support, YPCI networking and IEDC receptions, cultural festivals and celebrations to name a few.

Indiana State Assembly

Location: Indianapolis, IN

Semesters Available: Spring

The Indiana General Assembly offers paid, spring-semester internships to recent and current college undergraduates as well as graduate students. Interns work directly with Indiana legislators at the Statehouse, located in downtown Indianapolis. This internship is a unique opportunity to gain practical knowledge of state government through active participation in the legislative process.

Appointments for interviews are made on a competitive basis, with attention given to the intern's online application, academic record, work-related experience, and other skills that individuals may bring to the Indiana General Assembly. Students are encouraged to apply to both the House and the Senate of the party of their choice to increase chances of selection.

Students also have an opportunity via this internship to earn up to 9 credits by taking 2 additional classes beyond the internship course – see Dr. Hildebrand for more details.

The application deadline is October 31. Students can apply for both the House and Senate internship positions, but must pick one political party (Democrats or Republicans – not both) when applying. See the following webpages for more information:

Indiana Senate Democrats

Contact: Andrew Merkley

Senate Democratic Intern Director

Toll-free: 800.382.9497

Local: 317.232.9432

Fax: 317.234.9202

Email: Andrew.Merkley@iga.in.gov

Link to Apply: <https://www.indianasenatedemocrats.org/opportunities/internships/>

Indiana House Democrats

Contact: Julian Winborn

House Democratic Intern Director

Phone: 317.232.9798

Email: julian.winborn@iga.in.gov

Link to Apply: <https://indianahousedemocrats.org/student-opportunities/internships>

Indiana Senate Republicans

Contact: Alex Zimmerman

Senate Republican Lead Intern Recruiter

Phone: 317.232.9415

Email: Alex.Zimmerman@iga.in.gov

Link to Apply: <https://www.indianasenaterepublicans.com/intern-program>

Indiana House Republicans

Contact: Tyler Murrell

House Republican Legislative Intern Director

Phone: 317.234.9380

Email: Tyler.murrell@iga.in.gov

Link to Apply: <https://www.indianahouserepublicans.com/2020-house-republican-internship-program>

Dyer Parks Department

Location: Dyer, IN

Semesters Available: Summer

JOB TITLE:

Intern

SUPERVISOR:

Director of Park and Recreation

EDUCATION & EXPERIENCE:

Must be a student in good academic standing currently enrolled in, or have recently completed, a college undergraduate or graduate degree. Preference is given to students majoring in the field of Recreation Management (or a related field), with basic experience in Microsoft Word, Excel, Outlook, with an aptitude for learning additional software applications as needed.

QUALIFICATIONS:

Ability to exercise good safety awareness, judgment, initiative and discretion. Highly organized with attention to detail and accuracy. Dependable and self-motivated with a positive attitude and professional public image. Must be able to take direction and assist in planning, leading, managing, troubleshooting and evaluating recreational events, programs and facilities. Must work well with people of all ages, especially children. Must be able to lift 50lbs with assistance. Valid Indiana driver's license required.

SUMMARY:

The Dyer Parks and Recreation Department is seeking an individual who is willing to work with the public, works well with coworkers, display professionalism in oral and written communication and has an eagerness to learn. Under the supervision of the Director of Parks and Recreation, the enthusiastic and highly motivated individual will be provided a well-rounded experience to include, but not limited to: Assisting with recreational programming for youth and adult, special events, concert series, summer camp, senior programming, athletic field preparation, sponsorships and more. Additional, the intern will be assigned their own summer long project (example: recreation program, manual). This is an unpaid position.

HOURS:

Typically works varied times during office hours (Monday through Friday 8-4) but additional hours are scheduled for special events during the year. Hours may vary from time to time depending on needs of the season with recreation programs/events.

CONTACT INFORMATION:

Email resume and employee application to Mike O'Shea - moshea@townofdye.com

Whitestown Parks Department

Location: Whitestown, IN

Semesters Available: Spring, Summer

Primary Purpose:

Under the Event Coordinator's direction, and the Director of Parks and Recreation's supervision, perform a range of tasks and activities. They will be assisting the Parks Department in the efficient organization and implementation of special events. Use opportunities to learn, grow and refine skills and knowledge in event planning.

Essential Duties and Responsibilities:

The following are not intended to serve as a comprehensive list of duties performed by employee(s).

- Work closely with the Parks Department staff to plan and execute Farmers Markets, Summer Concert Series, Independence Day Celebration & more.

- _Assist with event related administrative tasks.
- _Assist with and place orders with Vendors.
- _Assist with event set-up, implementation and tear down.
- _Assist Event Coordinator with sponsorship sales and maintaining sponsor relationships.
- _Aid in compiling event budgets and reviewing post event experiences.
- _Promote events through social media and printed material

Supervision:

The Event Intern will work under the general direction of the Director of Parks and close with the Event Coordinator in accordance with departmental regulations, Town Policies and Procedures, Town By-Laws and statutory regulations.

Recommended Minimum Qualifications:

Education and Experience:

- _High School Diploma

Knowledge and Understandings:

- _Basic knowledge and understanding of the event industry

Required Skills:

- _Ability to work under pressure
- _Ability to work in a fast paced, changing environment

Other:

- _Traveling and weekend/evening/holiday availability.
- _21+ years of age

Physical Requirements:

- _Work is performed in a standard office environment, various event spaces and outdoors in various weather conditions.
- _Frequent standing and or/walking for long periods of time
- _Must lift a minimum of 50lbs.

All resumes should be submitted to Savanna Haydon at shaydon@whitestown.in.gov

All resumes need to be submitted no later than April 1st, 2020 for Summer 2020 Internships.

Danville Parks Department

Location: Danville, IN

Semesters Available: Summer

Danville Parks & Recreation Intern Program offers a 12-14 week educational work experience beneficial to students interested in employment in a park and recreation setting. The primary responsibility of the intern is to assist the park staff in providing quality experiences for park visitors and program participants.

Work Status

This position is considered a Contracted Employee for Danville Parks & Recreation Department and will be scheduled 40 hours per week for 12-14 weeks. This internship may require working during evenings, weekends, and holidays as needed.

Wages/Salary

\$3,840.00 for 12-14 weeks (\$8.00/hour)

Application Requirements:

- Cover letter
- Resume
- Application (available at www.danvilleindiana.org/parks under employment)
- *Please note, upon being selected, a background check and valid Driver's License will be required. Danville Parks & Recreation is an Equal Opportunity Employer.

Please submit all required documents in one packet to:

Will Lacey
Park Director
Danville Parks & Recreation Department 49 N. Wayne St.
Danville, IN 46122 wlacey@danvilleindiana.org

For more information visit:

https://www.danvilleindiana.org/egov/documents/1516290225_40924.pdf

Hammond Development Corporation

Location: Hammond, IN

Semesters Available: Summer

Administrative Assistant/Programming Assistant Internship

Our Company

The Hammond Development Corporation (“HDC”) is a 501(c)(3) economic development organization that focuses on economic development through small business entrepreneurship and job creation. Our primary client market is women and minority business owners.

Job Description

We are seeking a part-time (20 hours per week) Administrative Assistant to provide a variety of administrative and clerical tasks. Duties would include assisting the Executive Director and Program Director in daily office needs and in managing our company’s general administrative activities

Job Duties

Would include, but not be limited to, the following:

- Managing inventory of supplies, sourcing for suppliers (vendors) and submitting invoices
- Scheduling and coordinating meetings, interviews, events and other similar activities
- Performing multifaceted general office support
- Answering the phone
- Assisting in various daily operations
- Operating a range of office machines such as photocopiers and computers
- Distributing tenant mail
- Greeting guests and visitors
- Assisting tenants with questions or problems
- Managing schedules and calendars
- Assistance with marketing
- Update and monitor social media

Job Qualifications

- Professional Demeanor and Appearance
- Excellent Written and Verbal Communication Skills
- Creative
- Knowledge of Microsoft Office Suite (including Publisher & PowerPoint)
- Ability to Multi-task
- Ability to occasionally work evenings or Saturdays during Events
- Ability to work independently or within a team

Please email your resume to jen@hdcnwi.org

Scott County Chamber of Commerce

Location: Scottsburg, IN

Semesters Available: Summer

The Greater Scott County Chamber of Commerce is looking to fill a part-time position as a Marketing & Operations Assistant. The ideal candidate would be outgoing, and detailed-oriented individual. Necessary skills include excellent written and verbal communication, strong computer research skills and knowledge of word, publisher and email. In addition, it is imperative for this individual to be a self-starter; able to take direction from others; and have strong organizational and time management skills. This is an unpaid position.

- Assist with a monthly newsletter
- participate in general meetings and fundraising events
- maintain a website, social media and email
- work on special projects and events
- maintain consistent hours
- recruit new members
- network
- help on members ROI with marketing

To apply contact Kelly Dulaney, Executive Director: kdulaney@c3bb.com or 812-752-4080

Milliman

Location: Indianapolis, IN

Semesters Available: Summer

Healthcare Policy Internship

Short Description

The health care consulting practice located in the Indianapolis office of Milliman provides consulting services to a broad array of clients in the healthcare field with primary focus on Medicaid and Pharmaceutical consulting. We are looking for a graduate-level intern with interest in state Medicaid policy and operations that would like to join a new and rapidly growing policy practice. This position provides excellent opportunities for professional development and growth in state and national health policy issues. This position is ideal for a self-motivated individual interested in a fast-paced, high growth opportunity with a progressive employer. This is a full-time, 12-week, paid position with a tentative start date of June 8th.

Detailed Description

Overview:

We are looking for an individual with interest in health public policy research (preferably Medicaid or other health care subject matter) to join our healthcare policy and operations consulting team. This position provides excellent opportunities for professional development and advancement. This position is ideal for a self-motivated individual interested in a fast-paced, high growth opportunity with a progressive employer.

Responsibilities:

- Conduct, summarize and document research to support engagements for health clients in areas such as:
- Policy design, development and implementation.
- Payment methodologies and provider rate development for hospitals, physicians, nursing facilities, home and community-based service and other providers
- Medicaid managed care waiver program design, implementation and evaluation
- Medicaid demonstration waiver program design, implementation and evaluation
- Federal financing options and related compliance for Medicaid programs
- Keep abreast of trends and regulatory changes affecting health clients
- Assist with report writing and development of presentation materials

Qualifications:

- Bachelor's Degree Required
- Completion of at least one year of Doctor of Jurisprudence, Master of Public Administration or Affairs, Master of Public Health, Master of Healthcare Administration, Master of Business Administration or related studies preferred.
- Strong organization and time management skills with attention to detail to manage multiple projects at the same time.
- Strong written and verbal communication skills. Ability to strategically and creatively process information and communicate with all levels within the organization.
- Ability to work within a team environment and independently manage own work.
- Superior problem-solving capabilities and superior learning agility.
- Attention to Detail
- Proficient with Microsoft Office Suite
- Ability to apply skills learned on one project to subsequent analyses.

Contact:

If you are interested in the position, please send a resume and cover letter by March 31, 2020 to Kristina Moorhead at Kristina.Moorhead@Milliman.com.

Noble County/City of Kendallville

Location: Kendallville, IN

Semesters Available: Summer

A unique internship is available with the city of Kendallville and Noble County. One position will be split between four agencies during the summer:

- Noble County Economic Development Corporation (260-636-3800)
- Noble County Convention and Visitor's Bureau (260-226-1535)
- Kendallville Public Library (260-445-3370)
- Kendallville Chamber of Commerce (260-318-0001)

While this is not a paid hourly position, there will be a stipend of \$ 2,000 (\$500 each) paid to the student at the end of the summer contract, once all duties are fulfilled.

Dr. Hildebrand has a full description, please contact him if interested in more details at shildebrand@bsu.edu.

To Apply: Please e-mail your resume to Kristen Johnson at kjohnson@kendallvillechamber.com.

Hancock County Economic Development

Location: Greenfield, IN

Semesters Available: Summer

Description

We are seeking an independent creative student who has good communication skills and understands the importance of confidentiality. It is helpful if student has technology and marketing skills. Student must be able to implement and execute detailed projects.

Qualifications and Skills

Minimum Qualifications

- Only candidates currently enrolled in an undergraduate or graduate degree program in economic development, entrepreneurship, urban and regional planning, land use planning, public administration, political science, real estate, or a related field will be considered.
- Applicants should possess strong verbal and writing skills, ability to manage multiple tasks simultaneously, and excellent customer service skills.
- The position requires a 20+ hour workweek, reliable transportation, and a valid driver's license.

Desired Skills

- Self-starter who exhibits a positive and hard-working attitude
- Excellent written, oral communication, research, editing and analytical skills, as well as the ability to produce and publish material with little to no supervision
- Demonstrated experience and/or interest in place-making and urban revitalization
- Strong understanding of commercial and industrial real estate development

Responsibilities and Functions

To provide relevant on the job training and mentoring while working on projects that directly impact stakeholders and are designed to enhance and support the on-going efforts to maintain a vital business community in Hancock County, Indiana. The term of this internship is the summer of 2020 with the potential to extend.

Essential Functions Assist with:

- Business Retention and Expansion Program
- Updating and Monitoring Business Inventory List
- Implementing the Economic Development Work Plan

- Populate property database through coordination with Brokers on local commercial/industrial property listings related to available space
- General administrative and clerical duties

To Apply:

Please submit a cover letter and resume to Randy Sorrell, Executive Director, at the Hancock Economic Development Council, 1 Courthouse Plaza, Greenfield, IN 46140 or email [click apply](#). Position open until filled.

East Central Indiana Regional Planning District

Location: Muncie, IN

Semesters Available: Spring, Summer, Fall

Internship with the East Central Indiana Regional Planning District Office

Executive Director William Walters is seeking internship applications from Political Science students. Those applying must be in good academic standing and possess the qualities of being prompt, tenacious, hardworking and ready to learn, as well as meet the prerequisites of the Political Science department internship program. There is some scheduling flexibility in terms of hours (averaging 20 hours per week). The selected student will be given many different projects based on the needs of the director. They will learn about local government in various counties, assist with federal and state grants, and will attend meetings outside of the office. Students are expected to be on time with a professional attitude every day.

The purpose of this internship is to give the selected student an immersive experience, where they encounter a variety of tasks and encounters with key community stakeholders, elected officials and local residents. Different experiences will happen each day, so the student must be able to move quickly from task to task. The director will make appropriate accommodations to ensure a positive and educational experience for the selected student.

Applications will be accepted on a continual basis, as the position will be available for Spring, Summer and Fall semesters. This is an unpaid position.

If interested please email William Walters at bwalters@ecirpd.org

Here is the updated list of links to internships that Dr. Hildebrand been able to compile via his sources. He will update the list every so often as he receives additional information.

As always you would need to do the legwork to make this or any internship happen. Start your by checking out the Political Science department's internship webpage here: <https://www.bsu.edu/academics/collegesanddepartments/political-science/activities-opportunities/internships>. Or check out the department's Facebook page: <https://www.facebook.com/ballstatepolisci/>. From there, a great resource to start your search here in the state of Indiana is Indiana Intern: <https://indianaintern.net> as well as <https://www.in.gov/spd/2335.htm>. If you're thinking Washington, DC or elsewhere for an internship outside the state, check out <http://www.internships.com>. Otherwise, search on Google for national, state and local government agencies, politicians, or non-profit organizations and they should have listings on their webpages as they become available.

Remember to contact Dr. Hildebrand at shildebrand@bsu.edu if you have any questions, or at least before interviewing just to make sure the internship falls under the parameters needed in the department for your degree (topic, job description, time requirements, etc.).

Government/Politics:

Indiana Governor's Office/Accounting – Indianapolis, IN

<https://www.indianaintern.net/internships/detail/19720/indot-governors-summer-intern-accounting-indianapolis>

Indiana Governor's Office/Environmental – Crawfordsville, IN

<https://www.indianaintern.net/internships/detail/19725/indot-governors-summer-intern-environmental-crawfordsville>

Indiana Governor's Office/Planning – Indianapolis, IN

<https://www.indianaintern.net/internships/detail/19727/indot-governors-summer-intern-technical-planning-indianapolis>

Indiana Department of Transportation – Crawfordsville, IN

<https://www.indianaintern.net/internships/detail/19725/indot-governors-summer-intern-environmental-crawfordsville>

Indiana Department of Transportation – Indianapolis, IN

<https://www.indianaintern.net/internships/detail/19727/indot-governors-summer-intern-technical-planning-indianapolis>

Indiana Department of Transportation – Greenfield, IN

<https://www.indianaintern.net/internships/detail/19736/indot-governors-summer-intern-traffic-engineering-greenfield>

Indiana State Fairgrounds Human Resources – Indianapolis, IN

<https://www.indianaintern.net/internships/detail/20189/human-resources-internship>

Indiana Department of Transportation – LaPorte, IN

<https://www.indianaintern.net/internships/detail/19752/indot-governors-summer-intern-environmental-laporte>

Indiana Treasurer of State – Indianapolis, IN

<https://www.indianaintern.net/internships/detail/20043/summer-internship-at-the-office-of-the-indiana-treasurer-of-state>

Indiana Department of Workforce Development – Indianapolis, IN

<https://www.indianaintern.net/internships/detail/20150/dwd-governors-summer-intern-marketing-communications-summer-intern>

City of Indianapolis Corrections – Indianapolis, IN

<https://www.governmentjobs.com/careers/indianapolis/jobs/2003053/intern-community-corrections>

City of Indianapolis Office of Finance and Management – Indianapolis, IN

<https://www.governmentjobs.com/careers/indianapolis/jobs/2635782/intern-office-of-finance-management>

City of Lebanon, IN Parks and Recreation – Lebanon, IN

<https://www.indianaintern.net/internships/detail/19925/lebanon-parks-rec-office-and-programs-internship>

City of Fishers, IN Human Resources Department – Fishers, IN

<https://www.governmentjobs.com/careers/fishersin/jobs/2680618/intern-human-resources>

City of South Bend Parks – South Bend, IN

<https://www.indianaintern.net/internships/detail/20030/development-intern-venues-parks-arts>

City of Fishers Human Resources – Fishers, IN

<https://www.governmentjobs.com/careers/fishersin/jobs/2680618/intern-human-resources>

City of Richmond Parks – Richmond, IN

<https://www.richmondindiana.gov/resources/parks-internship-opportunities>

City of Fort Wayne Victim Advocate – Fort Wayne, IN

<https://www.cityoffortwayne.org/jobs-with-the-city/posting/1404/intern-victim-advocate.html>

Town of Walkerton Parks – Walkerton, IN

<https://www.indianaintern.net/internships/detail/20146/park-recreation-assistant>

Town of Culver – Culver, IN

<https://www.indianaintern.net/internships/detail/20167/town-of-culver-internship>

Wells County Chamber of Commerce – Bluffton, IN

<https://www.indianaintern.net/internships/detail/20310/economic-development-project-manager>

City of West Lafayette – West Lafayette, IN

<https://www.indianaintern.net/internships/detail/20289/climate-action-planning-intern>

Non-Profits:

The International Center – Indianapolis, IN

<https://www.indianaintern.net/internships/detail/18902/2020-spring-international-research-business-program-management-intern>

<https://www.indianaintern.net/internships/detail/18909/2020-spring-international-research-programming-intern>

<https://www.indianaintern.net/internships/detail/19522/2020-spring-non-profit-administration-intern>

Intercession Group – Warsaw, IN

<https://www.indianaintern.net/internships/detail/19444/event-management-internship>

Children’s Museum of Indianapolis – Indianapolis, IN

<https://www.indianaintern.net/internships/detail/20090/grants-and-development-intern-summer-2020>

Indiana Park and Recreation Association – Noblesville, IN

<https://www.indianaintern.net/internships/detail/19993/marketing-events-and-fundraising-intern-summer-2020>

TEACH Resource Group – Indianapolis, IN

<https://www.indianaintern.net/internships/detail/20315/grant-research-internship>

Burmese American Community Institute – Indianapolis, IN

<https://www.indianaintern.net/internships/detail/20235/web-development-and-administration-intern>

Public Policy:

Center for Civic Innovation – South Bend, IN

<https://www.indianaintern.net/internships/detail/19528/summer-intern>

Indiana Farm Bureau – Indianapolis, IN

<https://recruiting2.ultipro.com/IND1004INDFB/JobBoard/6d1193cc-49b7-47d6-a015-6b0325abb952/OpportunityDetail?opportunityId=ea2be2d3-ad53-4832-9bf3-bab8bcf39fdf&postingId=12ac3e22-24ff-4cd6-be85-b4e5200b0b01>

Congressional Internships:

Senator Todd Young’s Office

<https://www.young.senate.gov/help/internships>

Senator Mike Braun’s Office

<https://www.braun.senate.gov/services/internships>

Congressman Pete Visclosky’s Office

<https://visclosky.house.gov/serving-you/internships>

Congresswoman Jackie Walorski’s Office

<https://walorski.house.gov/services/internships/>

Congressman Jim Banks' Office

<https://banks.house.gov/constituent-services/internships.htm>

Congressman Jim Baird's Office

<https://baird.house.gov/services/internships>

Congresswoman Susan Brooks' Office

<https://susanwbrooks.house.gov/services/internships>

Congressman Greg Pence's Office

<https://pence.house.gov/services/internships>

Congressman Andre Carson's Office

<https://carson.house.gov/help-from-andre/internships>

Congressman Larry Bucshon's Office

<https://bucshon.house.gov/constituent-services/internships.htm>

Congressman Trey Hollingsworth's Office

<https://hollingsworth.house.gov/forms/internships/>