



Secretary of State Cathy Cox is pleased to announce several internship opportunities that are now available in the Office of Secretary of State.

Internship positions are offered with the:

- **Capitol Museum**
- **Capitol Tours**
- **Elections Division**
- **Press Office**
- **Professional Licensing Board**
- **Securities Division**

Internships for the fall session will begin Tuesday, September 5, 2006, and last for 16 weeks. Each intern will have a variety of responsibilities, and the office he or she works with will aim to assign projects that relate to his or her field of study. Interns will receive a stipend which will be paid in three (3) installments during the program. The total stipend amount is based on the number of hours the intern works per week for up to 40 hours a week.

**Amount of stipend for working 40 hours per week for the 16-week period:  
\$4,160.00**

**Amount of stipend for working 30 hours per week for the 16-week period:  
\$3,120.00**

**Amount of stipend for working 20 hours per week for the 16-week period:  
\$1,300.00**

These opportunities are available to **college and graduate/law students** who are *either* enrolled in a Georgia college or university *or* who are Georgia residents. All applicants must be students and the requirements are as follows:

- Undergraduate students applying must be juniors or seniors and will not be graduating before the internship begins.
- Students enrolled as graduate students or in an accredited law school will not be graduating before the internship begins.
- All students must have an overall grade point average of 2.75.

Interested students must complete an application, provide three references, and attach a resume, as well as participate in an interview with Secretary of State staff. *Applications must be postmarked by June 23, 2006.*

If you have an interest in obtaining a Secretary of State internship, please contact Ashley Holt at [aholt@sos.state.ga.us](mailto:aholt@sos.state.ga.us) or 404/656-2898.

**PLEASE NOTE: Internships are located in downtown Atlanta with the exception of the Professional Licensing Board internship, which is located in Macon.** *Unfortunately, the Office of the Secretary of State is unable to provide housing for its interns.*

To apply for the Secretary of State internship program, each student must

- (1) complete the Secretary of State internship application;
- (2) provide the names and phone numbers for three references, including at least two individuals who are non-family members (letters of recommendation are **not** required); and
- (3) include a resume.

If a copy of the Secretary of State internship application is not attached, please visit our Web site: [www.sos.state.ga.us/misc/intern.htm](http://www.sos.state.ga.us/misc/intern.htm).

### **Capitol Museum:**

The Museum seeks to preserve and interpret the history of the Georgia State Capitol in Atlanta, the functions of Government, and the events that have taken place at the Capitol. To carry out this purpose, the Museum collects, preserves, and interprets artifacts from the Capitol.

*Interns in this office will be responsible for historical records and documents. There is a specific need for someone with computer knowledge and/or experience with digital photos.*

### **Capitol Tours Division:**

Thousands of people, including student groups, international visitors, and groups from all 50 states, visit the Georgia Capitol for tours through the Secretary of State Tour Division each year. The Capitol Tours Division provides improved educational resources for student groups and individuals coming to the Capitol.

*Interns in this office will work primarily with visitors to the Capitol. This Division would appeal to students with an interest in education, communications, political science or public relations.*

**Elections Division:**

The Elections Division ensures fair and legal elections and facilitates statewide voter registration. By educating election officials and voters on the election process, the division plays a crucial role in keeping Georgia's elections fair and free from fraud.

*Intern applicants should have an interest in governmental research and the day-to-day responsibilities of an election office.*

**Press Office:**

The Press Office serves as the official communications division of the Office of Secretary of State. The office responds to all media inquiries and distributes news releases, photographs, speeches, newsletters, public service announcements and other communications to audiences statewide.

*Intern applicants for this office should have an interest in journalism or political science.*

**Professional Licensing Boards Division:**

The Professional Licensing Boards Division provides administrative support services to 34 professional licensing boards that license more than 380,000 Georgians in 64 trades and professions. The boards process applications, administer examinations and, when warranted, conduct investigations into possible professional misconduct and may suspend or revoke the licensure of practitioners.

Intern applicants for this office would assist with a variety of customer service and clerical functions including answering the telephone and relaying telephone messages, typing and filing reports and documents, creating and maintaining computerized forms to track information, and assisting board staff with preparations for licensing board member meetings.

*Interns for this office should have an interest in public administration, law and/or criminal justice.*

**PLEASE NOTE: This particular internship at the Professional Licensing Board is located in Macon.**

**Securities Division:**

This division registers and regulates securities, as well as investment advisors and representatives, and works to prevent investment fraud. It also registers and regulates charitable organizations and paid solicitors, as well as registers and regulates perpetual care cemeteries and pre-need dealers.

*This division would be of interest to students who enjoy law, economics, or nonprofit management.*