

**Connecticut General Assembly  
JOB OPPORTUNITY  
Internship Program Director**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF  
THIS PAGE!**

**Open To:** The Public

**Location:** Hartford

**Hours:** Part-Time – 25 hours/week

**Salary:** Salary \$37,132

**Closing Date:** September 2, 2014

**General Knowledge:**

The Connecticut General Assembly seeks a part-time Program Director to manage all activities of the Legislative Internship Committee. The position requires a minimum of 25 hours per week between August and May and at other times as required. The successful candidate will plan, develop, implement, manage, supervise and evaluate the internship program. Duties include serving as the liaison with universities and colleges; marketing the program; managing the website and other electronic program related data; developing and facilitating academic requirements; training and enhancement programming; and evaluating and proposing procedures and policies for the Internship Committee. Requires strong organizational skills, knowledge of the philosophy of education and teaching; knowledge of student program needs and goal setting; ability to motivate students; excellent written and oral communication skills, considerable interpersonal skills. Must be proficient in Microsoft Office and competent with computer applications and websites. Compensation is \$37,132 annually without benefits.

**Minimum Requirements:**

A Bachelor's degree plus proven experience in higher education administration, academic advisement, internship/work study coordination or a related field is required; or an equivalent combination of education and experience. Knowledge of the legislative process is desired.

**Application Instructions:**

Please send resume and cover letter to: Office of Legislative Management, Attn: Legislative Internship Program Director, Room 5100, Legislative Office Building, Hartford, CT 06106 or email to [CGAEMPLOYMENT@CGA.CT.GOV](mailto:CGAEMPLOYMENT@CGA.CT.GOV) to be received no later than 5:00 pm on September 2, 2014.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.