



**Federal Executive Board and GCRC Internship Opportunity**

**When**:

September 1, 2018 to June 30, 2019 (dates approximate depending on intern schedule and background check completion)

**Where**:

Chicago Federal Executive Board, 230 South Dearborn Street, 35th Floor, Chicago, IL, 60604

**Responsibilities:**

* Conduct research and analysis on special projects
* Help coordinate career events and high-level meetings
* Social Media/Website Management
* Help develop strategies to connect students with public service careers
* Liaise with local and regional Task Forces
* Build and manage spreadsheets/databases
* 12-15 hours/week (usually full days on Tuesdays and Thursdays, but flexible)

**Benefits:**

* Learn how the Federal government operates
* Network with government department heads and college/university officials
* $1,000 ($500 in the fall, $500 in the spring)

**Seeking:** Juniors, Seniors, or Graduate students enrolled for the 2018-2019 academic year, who have a serious interest in a public service career. The selectee will receive two $500 stipend payments, for a total of $1,000 for the academic year.

**Requirements**: U.S. Citizenship. Enrolled in a GCRC member college or university with a rising Junior, Senior, or Graduate student standing. Check with your Career Services for GCRC membership. Minimum GPA of 3.0/4.0. Interest in a career in public service. Experienced in Microsoft Office Suite and comfortable with social media and basic web/blogging. Demonstrated initiative and excellent communication skills. Must be able to dedicate 12-15 hours a week. Moving and housing expenses are not provided.

**Send:** A cover letter explaining your interest in a public service career, a resume with GPA and expected graduation date, and three references to [gcrcinfo@gmail.com](mailto:gcrcinfo@gmail.com) by **May 4, 2018**. For more info on GCRC, find us at <http://gcrcinfo.org>.

*Strengthening Relationships Between Government and Higher Education*