



Congresswoman Jan Schakowsky's internship program offers college students and recent college graduates the a unique opportunity to learn about the functions of the House of Representatives, as well as the Congresswoman's work in representing the 9th District of Illinois.

An internship with Congresswoman Schakowsky presents a variety of opportunities to participate in the daily operations of a Congressional office, either in Washington D.C or in Illinois. Preference will be given to residents of the 9th Congressional District.

General intern responsibilities include:

- Answering telephones
- Data entry
- Responding to constituent requests
- Attending Congressional hearings (DC)
- Assisting with special projects, including legislative research
- Assisting with constituent casework (IL)
- Other miscellaneous tasks, as required

In the busy atmosphere of a Congressional office, it is important that interns conduct themselves in a mature, professional manner; are well-organized and able to take initiative, follow instructions, perform well under pressure; and work well as part of a team.

Skills required:

- Effective and professional phone manner
- Computer experience
- Good typing ability
- Punctuality
- Attention to detail
- Ability to follow instructions
- Ability to complete tasks efficiently and thoroughly

This internship is unpaid. Congresswoman Schakowsky supports students requesting credit for their internship through their school or university. There is no application deadline and interns are accepted throughout the year. Preference will be given to residents of Illinois. Please keep in mind, however, that summer is a popular time for internships, and there is a limit to the number of interns that may work in the office at any given time.

### **Chicago Office**

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### **Washington, DC Office**

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