

High School and College Student Resource Guide

From the Office of Senator Carl Levin
levin.senate.gov

High School and College Student Resource Guide

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Senate Page Program

When I visit high school classrooms in Michigan or meet with young people during their visit to Washington, students often ask, “How do I become involved in politics?” I welcome their question and applaud their enthusiasm. For 16 and 17 year olds, one of the best ways to become involved is through the Senate Page Program. The page program offers high school juniors the opportunity to learn about the United States Senate in a way that few classrooms can match.

If you are interested in applying to be a Senate page, I encourage you to read the information below, fill out the online application, and provide the other materials requested to my Detroit office.

Duties

Page duties consist primarily of delivery of correspondence and legislative material within Capitol Hill. Other duties include taking messages for senators, calling them to the phone, preparing the chamber for Senate sessions, and carrying bills and amendments to the desk. A rotation system is practiced so that every page has an opportunity to experience all areas of service. Pages are paid on the

basis of an annual salary of \$16,240.

There are four established page sessions. The academic year consists of two semesters that run from early September through mid-January and from mid-January through mid-June. The summer program consists of two sessions that are three or four weeks duration depending on the legislative calendar.

Following classes at the Page School, which extend until 9:45 a.m. or one hour prior to the commencement of the Senate, pages report for duty to their respective cloakrooms and work until 4:00 p.m. or until the Senate adjourns for the day, whichever is later.

Requirements for selection:

- Pages must be citizens of the United States or subject to agreements of the Department of State, and must have a social security number.
- Page eligibility is limited to juniors in high school who will be 16 or 17 on or before the date of appointment.
- Pages must verify a minimum grade point average of 3.0 on a home school transcript and a certification of immunization to qualify for attendance at the school.
- A general health assessment completed by a licensed physician is required, in addition to certification of immunization. Pages play an important role in the day-to-day operation of the Senate. Their schedule can be long and tedious, and requires tremendous endurance; good health and stamina are requirements that cannot be waived.
- Pages must also be covered by health insurance; if not covered, they will be required to enroll in the Federal Employees Health Benefits Program.

Housing

Pages are required to live in the Daniel Webster Senate Page Residence during the school year. The cost of living in the residence hall is \$450 per month and includes breakfast and dinner each day. Payment is made through payroll deduction. An initial security deposit of \$250 is required before checking in and is refundable when it has been determined that no damage has occurred to the residence. Webster Hall is located two blocks from the Hart Senate Office Building. Staff includes a program director, administrative aide and four proctors. Proctors reside in Webster Hall. Two floors encompass living quarters, one of which is designated for young women, the other for young men. Each floor has a community day room for social activity. Pages must share rooms with each other. Each room has closet space, a private bath and a telephone, which is shared by the pages. Laundry and kitchen facilities are provided within the building.

Application Process

Applicants must submit the following:

- Application (available online) <http://levin.senate.gov/contact/>
- Autobiography
- Sealed/official high school transcript
- Head shot photograph
- Recommendation letters from a teacher, principal or counselor
- Recommendation letter from an adult friend, neighbor, employer, etc.

Please mail the application materials to:

Senate Page Coordinator
Office of Senator Carl Levin
Patrick V. McNamara Federal Building
477 Michigan Avenue, Suite 1860
Detroit, MI 48226-2576

If you have questions, please call (313) 226-6020 or (800) 851-0030 (in state).

Military Service Academy Nominations

One important responsibility I have is to nominate young men and women for appointment to our military service academies. I have a strong interest in making sure that our military services have the highest quality officers in their ranks. One of the best routes to a career as a U.S. military officer is by attending one of the service academies. If you are a young man or young woman who wants to serve our country, I encourage you to consider applying to one of the military academies. If you have not already done so, you should first contact the academies in order to receive pre-candidate information from the schools.

United States Military Academy <http://www.usma.edu/>

United States Air Force Academy <http://www.usafa.af.mil/>

United States Naval Academy <http://www.nadn.navy.mil/>

United States Merchant Marine Academy <http://www.usmma.edu/>

I use the competitive method of nomination. This procedure allows each applicant a fair chance to compete for available openings. Selection is based on the applicant's academic record, college board scores, extracurricular activities, motivation, character and leadership abilities. Applications are available through my Detroit office at (313) 226-6020 or (800) 851-0030 (in state). You must return this as soon as possible in order for a file to be opened. Applicants must also submit SAT or ACT test results, high school transcript, letters of recommendation from English, math and science instructors, as well as the principal or counselor and one person who is not a relative but knows you well.

All of the above items should be received by my Detroit office by October 31, the closing date for all applicants. If you have any questions on the nomination process, please call the academy caseworker at the above phone numbers, or write to:

Academy Caseworker
Office of Senator Carl Levin
Patrick V. McNamara Federal Building
477 Michigan Avenue, Suite 1860
Detroit, MI 48226-2576
If you have questions, please call (313) 226-6020 or (800) 851-0030 (in state).

Internships

Please note: Due to delays in the Senate's mail delivery system, please fax your application materials to 202-224-1388.

General Information

My office offers several internship positions to students from Michigan, for service in my state and Washington offices. These are non-paid positions that last five to 12 weeks during the summer or for more extended periods during the school year.

Students are assigned to work with my legislative and press staff. Projects include such activities as reporting on hearings; investigating pending legislation; doing research for responding to constituent mail; and assisting the press office in activities such as clipping newspapers, reviewing news wires, preparing news advisories, and arranging media events.

Interns also work in the mailroom and make pickups and deliveries during the day. The program is designed to provide a balanced view of the work of the Senate and in a senator's office. Interns are an important part of my staff.

Application Process

If you are interested in an internship in my office, please fill out the online application or request an application form by mail or fax. In addition to the application, you will need to submit a short explanation of your reasons for interest in the program (one page or less), a writing sample of five pages or less, two letters of recommendation and a list of references (with phone numbers).

If you are requesting a summer internship, you will need to return your application to the office by March 15th. (Note: We do not accept applications from high school students for the summer sessions and preference is given to Michigan residents.) Acceptance letters are usually sent out in April. Requests for fall, winter and spring internships should be made no later than four weeks prior to the desired internship.

If you are interested in serving as an intern, please fill out the online application form

<http://levin.senate.gov/contact/>

or fax or write to (please see note above):

Senator Carl Levin

Attn: Intern Coordinator

269 Russell Senate Office Building

Washington, D.C. 20510-2202

Fax: (202) 224-1388

If you have any questions concerning the program, please do not hesitate to contact the intern coordinator at (202) 224-6221.

Jobs on Capitol Hill

Working for Congress is a very rewarding experience. But with 100 Senators, 435 Members of Congress and scores of committees and subcommittees, it can be difficult to know where to begin. There are a couple of places where you can go to find assistance in your job search. The

Senate and the House of Representatives both maintain placement offices to help job seekers and Senate and Congressional offices looking to fill positions.

Senate Placement Office

The nonpartisan Senate Placement Office provides Senators and Senate committees with assistance in filling professional and support position vacancies on their staffs by providing, upon request, applications of qualified candidates. The office maintains files for full-time, part-time and temporary applicants and conducts informational interviews. When a Senate office requests assistance in filling a position, an order describing skill and experience requirements is listed with the Placement Office. The Placement Office then selects applications and resumes of candidates from its talent bank with suitable education, experience and skills for that position. The applications and resumes are sent to the requesting Senate office for its review.

The Senate Placement Office also publishes an employment bulletin every Tuesday with job listings from Senate offices and committees. Job seekers can drop off a resume for each position in which they are interested. The Senate Placement Office will forward the resume to the office that placed the listing. The Senate office will then get in touch with the applicant directly to schedule an interview.

The Senate Placement Office does not have a website. However, the Senate Placement Office records the positions in that week's employment bulletin on its Job Line -- (202) 228-JOBS.

Each Senate office is an independent employer with independent job requirements, salaries and conditions of

employment. The Placement Office has no hiring authority nor does it control salaries or job requirements.

Staff positions in the Senate are usually classified as administrative, legislative, press related or support. Some common position titles are: administrative assistant or chief of staff; legislative director; legislative assistant; legislative correspondent; press secretary; office manager; executive assistant; systems administrator; receptionist and staff assistant. In addition, committees employ specialists in specific subject areas.

All applicants are invited to visit the Senate Placement Office to complete an application, submit a resume and interview with a counselor. The office is open from 8:30 a.m. to 5:30 p.m. Monday through Friday, and operates on a walk-in basis.

Hart Senate Office Building,
Room SH-142

Washington, D.C. 20510

Phone (202) 224-9167

TTY (202) 224-4215

Job Line (202) 228-JOBS

Interviewing hours Monday through Friday begin at 10:00 a.m. and end at 3:00 p.m. Friday interviewing begins at 10:00 a.m. and ends at 2:00 p.m. The Placement Office does not conduct interviews each day from 12:00 noon to 1:00 p.m.

House Placement Office

The House Placement Office maintains a binder with job listings from House members and committees. Job hunters may only look at the binder in the House Placement Office. Applicants may leave a resume for each position in which they are interested and the House Placement Office will forward the resume to the office that placed the listing.

The House Placement Office is open

Monday through Friday from 8:30 a.m.
to 5:30 p.m.
Longworth House Office Building,
Room B-227
Washington, D.C. 20515
(Phone) 202-225-2450

Michigan Resources

Michigan.gov
<http://www.michigan.gov/>
Michigan.gov Students Page
http://michigan.gov/emi/0,1303,7-102-111_491---,00.html
Michigan Department of Education
<http://michigan.gov/mde>
Scholarship Opportunities and College/
Career Information
<http://michigan.gov/mde/0,1607,7-140-5233-23077--,00.html>
Paying for Higher Education
http://www.michigan.gov/eMI/Agency/CDA/agy_CDA_Frame/1,1630,7-102-111-2609--,00.html?frameURL=http://www.state.mi.us/e-mi/edufunding
Michigan Scholarships Online
http://michigan.gov/emi/0,1303,7-102-111_491_509-5415-- CI,00.html
Michigan National Guard Educational
Resources
<http://www.michguard.com/education/default.asp>
Michigan National Guard Educational
Benefits
http://www.michigan.gov/dmva/1,1607,7-126-2364_3113 ---,00.html
Michigan Volunteer Opportunities
<http://www.michigan.gov/mcsc/0,1607,7-137-6115- --,00.html>

Federal Resources

Students.gov
<http://students.gov/>
FirstGov.gov
<http://firstgov.gov/>

FirstGov.gov – Education,
Jobs and Volunteerism
http://firstgov.gov/Citizen/Topics/Education_Training.shtml
U.S. Department of Education
<http://www.ed.gov/>
U.S. Department of Education Students
Page
<http://www.ed.gov/students/landing.jhtml?src=fp>
U.S. Department of Education Financial
Aid Page
<http://www.ed.gov/fnaid/landing.jhtml?src=rt>
Federal Student Aid
<http://studentaid.ed.gov/PORTALSWebApp/students/english/index.jsp>

Michigan Public Universities

Central Michigan University
<http://www.cmich.edu/>
Eastern Michigan University
<http://www.emich.edu/>
Ferris State University
<http://www.ferris.edu/>
Grand Valley State University
<http://www.gvsu.edu/>
Lake Superior State University
<http://www.lssu.edu/>
Michigan State University
<http://www.msu.edu/>
Michigan Technological University
<http://www.mtu.edu/>
Northern Michigan University
<http://www.nmu.edu/>
Oakland University
<http://www.oakland.edu/>
Saginaw Valley State University
<http://www.svsu.edu/>
University of Michigan at Ann Arbor
<http://www.umich.edu/>
University of Michigan at Dearborn
<http://www.umd.umich.edu/>
University of Michigan at Flint
<http://www.flint.umich.edu/>

Wayne State University

<http://www.wayne.edu/>

Western Michigan University

<http://www.wmich.edu/>

Michigan Community Colleges

Alpena Community College

<http://www.alpena.cc.mi.us/>

Bay de Noc Community College

<http://www.baydenoc.cc.mi.us/>

Delta College

<http://www.delta.edu/>

Glen Oaks Community College

<http://www.glenoaks.cc.mi.us/>

Gogebic Community College

<http://www.gogebic.cc.mi.us/>

Grand Rapids Community College

<http://www.grcc.cc.mi.us/>

Henry Ford Community College

<http://www.henryford.cc.mi.us/>

Jackson Community College

<http://www.jackson.cc.mi.us/>

Kalamazoo Valley Community College

<http://www.kvcc.edu/>

Kellogg Community College

<http://www.kellogg.cc.mi.us/>

Kirtland Community College

<http://www.kirtland.cc.mi.us/>

Lake Michigan College

<http://raptor.lmc.cc.mi.us/>

Lansing Community College

<http://www.lansing.cc.mi.us/>

Macomb Community College

<http://www.macomb.cc.mi.us/>

Mid Michigan Community College

<http://www.midmich.cc.mi.us/>

Monroe County Community College

<http://www.monroeccc.edu/>

Montcalm Community College

<http://www.montcalm.cc.mi.us/>

Mott Community College

<http://www.mcc.edu/>

Muskegon Community College

<http://www.muskegon.cc.mi.us/>

North Central Michigan College

<http://www.ncmc.cc.mi.us/>

Northwestern Michigan College

<http://www.nmc.edu/>

Oakland Community College

<http://www.occ.cc.mi.us/>

Schoolcraft College

<http://www.schoolcraft.cc.mi.us/>

Southwestern Michigan College

<http://www.smc.cc.mi.us/>

St. Clair County Community College

<http://www.stclair.cc.mi.us/>

Washtenaw Community College

<http://www.washtenaw.cc.mi.us/>

Wayne County Community College

<http://www.wccc.edu/>

West Shore Community College

<http://www.westshore.cc.mi.us/>

Tribal Colleges

Bay Mills Community College

<http://www.bmcc.org/>

Keweenaw Bay Ojibwa

Community College

<http://www.kbojibwacc.com/>

Private Colleges and Universities

Adrian College

<http://www.adrian.edu/>

Albion College

<http://www.albion.edu/>

Alma College

<http://www.alma.edu/>

Andrews College

<http://www.andrews.edu/>

Aquinas College

<http://www.aquinas.edu/>

Baker College

<http://www.baker.edu/>

Calvin College

<http://www.calvin.edu/>

Cleary University

<http://www.cleary.edu/>

College for Creative Studies

<http://www.ccscad.edu/>

Concordia University

<http://www.cuaa.edu/>

Cornerstone University

<http://www.cornerstone.edu/>

Davenport University

<http://www.davenport.edu/>

Finlandia University

<http://www.finlandia.edu/flashpage.html>

Grace Bible College

<http://www.gbcol.edu/>

Hillsdale College

<http://www.hillsdale.edu/>

Hope College

<http://www.hope.edu/>

Kalamazoo College

<http://www.kzoo.edu/>

Kendall College of Art and Design

<http://www.kcad.edu/>

Kettering University

<http://www.kettering.edu/>

Lawrence Technological University

<http://www.ltu.edu/>

Lewis College of Business

<http://207.91.252.4/lewis>

Madonna University

http://ww4.madonna.edu/f_index.cfm

Marygrove College

<http://www.marygrove.edu/>

Midwestern Baptist College

<http://www.midwesternbaptist.edu/>

Northwood University

<http://www.northwood.edu/>

Olivet College

<http://www.olivetcollege.edu/>

Reformed Bible College

<http://rbc222.reformed.edu/>

Rochester College

<http://www.rc.edu/>

Siena Heights College

<http://www.sienahts.edu/>

Spring Arbor College

<http://www.arbor.edu/>

University of Detroit Mercy

<http://www.udmercy.edu/>

Walsh College

<http://www.walshcollege.edu/>

William Tyndale College

<http://www.williamtyndale.net/>