

THEODORE R. KULONGOSKI  
Governor



## INTERN POSITION DESCRIPTION -- OFFICE OF THE GOVERNOR OFFICE OF SENIOR POLCY ADVISOR DANIEL P. SANTOS

**Contact:** Danny Santos, Senior Policy Advisor, State Capitol – Room 160, 900 Court Street NE, Salem, OR 97310-4047, 503-378-5540, Fax: 503-378-6827, [danny.santos@das.state.or.us](mailto:danny.santos@das.state.or.us); Assistant Annmarie Housley, 503-378-6502, [Annmarie.Housley@das.state.or.us](mailto:Annmarie.Housley@das.state.or.us).

**SERVICES PROVIDED:** The office works with state, local & federal governmental entities, as well as private and non-profit sector stakeholders to address an array of issues involving labor, workforce, housing, community service, education, military, emergency management, immigration, and other policy areas. The office serves to advise the Governor on these policy issues and to work with the array of stakeholders to form partnerships in addressing these issues.

### ROLE OF THE PRACTICUM/INTERN STUDENT:

- Assist in working with the office staff and labor, workforce development, housing, community service, education, military, emergency management, immigration, and other policy stakeholders to better assure that information is exchanged and follow up takes place.
- Do research on the array of issues affecting these policy areas. Assist in tracking policy and legislative issues.
- Assist the office in responding to citizen and governmental inquiries and concerns.

### REQUIREMENTS FOR PRACTICUM/INTERN STUDENT:

- Ability to maintain appearance and demeanor appropriate for working in a professional office environment.
- Good listening skills.
- Ability to communicate well: verbally and in writing.
- Good research skills.
- Word processing and computer skills are preferred.
- A criminal background check is required of all practicum/intern students.

**AUTHORITY:** On behalf of the Governor, we work on public policy including labor, workforce, housing, community service, education, military, emergency management, immigration, and other issues, and work with governmental agencies, stakeholders, and citizens.

**TYPE OF POSITION:** Paid \_\_\_\_\_ Unpaid  X

**To Apply:** Submit a letter explaining your interest in public policy, and how your education and experience would be helpful to our office. Also submit a current resume with two references, and a recent writing sample (2 to 4 pages). It would be helpful if you could submit your application materials electronically (via e-mail) to Danny Santos: [danny.santos@das.state.or.us](mailto:danny.santos@das.state.or.us).