

2025

NEW YORK STATE ASSEMBLY GRADUATE INTERNSHIP APPLICATION



CARL E. HEASTIE, SPEAKER
INTERN COMMITTEE
PATRICIA A. FAHY, CHAIR



New York State Assembly GRADUATE INTERNSHIP

The Assembly Intern Office will award 10-15 **GRADUATE SCHOLAR** positions for the 2025 legislative session.

GRADUATE SCHOLARS will be paid an \$23,000 stipend for the Internship, commencing January 8, 2025, and concluding in early June (End Date TBD concurrent with the Session Calendar).

DEADLINE:

- Completed applications can be e-mailed directly from the applicant to the Intern Office by the **October 4, 2024** deadline.
- Requests for extensions of any application deadlines will be made on a case by case basis, and may be made by calling the Assembly Intern Office at 518-455-4704.

ELIGIBILITY:

- Applicants for the Internship must be matriculated in, or have recently completed (within one year from date of graduation) a graduate degree program.
- Applicants should have excellent writing and research skills, and a strong interest in state government and the legislative process.
- All majors are encouraged to apply.
- International students must have academic requirements in the United States to be eligible and are expected to have proper work authorization prior to the Internship start date, January 8, 2025.

THE INTERNSHIP:

The Assembly GRADUATE INTERNSHIP provides a professional development opportunity for 10-15 qualified applicants to serve as full-time staff during the legislative session, assisting in policy analysis, legislative research, communications and constituent services, and representing their office at various meetings and in legislative settings. Graduate Scholars have the opportunity to develop their understanding of the legislative process and New York State government, as well as apply their ideas and research skills in a professional office environment. Graduate Interns are required to attend Issue Forums, staff training sessions and workshops designed to take theory into practice, and through which Graduate Scholars learn the hard and soft skills practiced in a legislative office. In turn, each Graduate Intern leads a group of 10-15 undergraduates enrolled in the Assembly's Session Intern Program, helping them apply their academic coursework to the practice of legislative work. **This practical component of the program encompasses Graduate Interns leading the undergraduates in staging a series of simulations including "Mock Legislative Budget Hearings" in mid-February, a "Mock Legislative Session" in May, and the production of individual professional portfolios of written legislative work products.** The Internship affords a unique opportunity with many of its participants moving to permanent positions in the Assembly, other government agencies, or firms practicing public affairs in the nonprofit or private sectors.

APPLICATION PROCEDURES:

Applications and all supporting documents must be submitted to the Assembly Intern Office as a complete package. All materials **must be e-mailed to internapplication@nyassembly.gov by October 4, 2024.** Interviews will be scheduled in early to mid-October. Final decisions will be made shortly thereafter.

The following supporting documents are required of all applicants:

- ◆ A personal statement (item #15 on the application).
- ◆ Resume
- ◆ Official transcripts of all graduate and undergraduate coursework completed and in progress. If the college/university will not release official transcripts to students, they may be sent directly to the Assembly Intern Office under separate cover. The applicant should note this on the application.

RESPONSIBILITIES:

Graduate Interns serve as full-time Assembly legislative research and policy staff. Assignments are typically with the chair of a legislative committee and are made based on experience, program of study, interest, and the availability of supervision within the Assembly. Responsibilities can include; research analysis of proposed legislation and program budgets, bill drafting, preparation of memorandum and reports concerning pending or proposed legislation, and meeting with constituents and interest groups, among other tasks. In addition to their legislative office work, Graduate Interns support the Intern Committee's Undergraduate Program by leading small groups of students in legislative analysis and producing the work of a typical legislative office. Throughout the program, the Graduate Scholars lead their cohort of undergraduate students in a series of activities and simulations, through which students demonstrate their ability to produce and deliver the work of a typical legislative office, including public hearing testimony, floor debate, and other legislative tasks. Graduate Interns will collaborate with fellow Graduate Interns and the Intern Office in fulfilling their role as leaders. This experience affords the Graduate Intern the opportunity to reinforce the skills learned in their legislative offices and Intern Office workshops and gain valuable leadership, communication, and project management skills.

HOURS AND STIPEND:

- Graduate Scholars generally work Monday through Friday, between the hours of 9:00 a.m. and 5:00 p.m., however, sometimes longer hours are necessary.
- Assembly Graduate Scholars spend a **minimum** of 35 hours, or 70 hours per biweekly pay period, at the Capitol each week completing their Assembly assignments. The stipend is paid in biweekly installments following a two-week lag. Graduate Scholars receive an \$23,000 stipend for the six-month, full-time Internship. Graduate Scholars are granted a week-long Spring Break from the Assembly the week of April 14-18, 2025.
- The stipend is meant to assist Interns in offsetting the costs of relocating to Albany, New York. The stipend is not financial aid for academic work, on-campus or classroom study.

EDUCATIONAL & PROFESSIONAL DEVELOPMENT COMPONENTS:

An Orientation to state government, the legislative process, and the work of the legislature is held at the start of the Internship in January. Throughout the course of the program, the Assembly Intern Committee's faculty advises the Graduate Scholars and initiates a series of Issue Forums, workshops, and activities designed to integrate theory and practice. Graduate Scholars are also invited and encouraged to attend lectures and workshops offered by the program's Professors-in-Residence for all students enrolled in the program, undergraduate and graduate alike. The Intern Office leads a series of weekly workshops in the hard and soft skills necessary for a professional career in a legislative or government related setting and to fulfill the requirements of leading the undergraduate component of the internship. These include writing memorandums, public hearing testimony and other legislative work documents, bill analysis and legislative research, including budget analysis, as well as leadership, teamwork, and communication skills.

Graduate Scholars are advised not to register for coursework beyond any credit which may be granted by their college for participation in the Internship without prior approval from the Director of the Assembly Intern Committee.

ORIENTATION:

Includes sessions on legislative research, the role of legislative staff and Interns, legislative/executive relations, political parties in the legislature, communication skills, the legislative process, and budget.

HOUSING:

The Assembly Intern Committee does not provide housing for Graduate Scholars. Following acceptance into the Graduate Internship Program, we suggest that Graduate Interns in need of housing utilize resources at their home campus and local academic institutions and libraries. Graduate Interns are encouraged to contact the Intern Office for further information regarding proximity to the Capitol and introductions to other Graduate Scholars interested in sharing housing.

ASSEMBLY POLICY:

For the Assembly Policy Prohibiting Fraternization with Student Interns, please visit our website: <https://nyassembly.gov/internship/>

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APPLICATION

NEW YORK STATE ASSEMBLY GRADUATE INTERNSHIP JANUARY 8, 2025 – JUNE 2025 (End Date TBD)

Applications and all supporting documents, including official transcripts, as described in the previous pages, must be e-mailed to the Assembly Intern Office at internapplication@nyassembly.gov by **October 4, 2024**, or sent to **The New York State Assembly Intern Committee, Room 104A, Legislative Office Building, Albany, NY 12248**.

Please fill out the application on our website: <https://nyassembly.gov/internship/>, sign and e-mail to the Assembly Intern Office. If necessary, you may request a paper application.

1. NAME _____

2. PRESENT ADDRESS _____ (Apt/Box) _____
(until _____)
(City) _____ (State) _____ (Zip) _____

3. PHONE NUMBER _____

4. E-MAIL ADDRESS _____

5. PERMANENT ADDRESS _____
(City) _____ (State) _____ (Zip) _____

6. COUNTY _____

7. GRADUATE SCHOOL(S)

a. Current Degree Enrollement or Recently Completed Degree: b. Other Graduate Work (if applicable):

College/University _____

College/University _____

Major _____

Major _____

Degree _____

Degree

Date Expected _____

GPA _____

GPA _____

Date of First Enrollment _____

Date of First Enrollment _____

Credits Completed Through 8/25 _____

Credits in Progress – Fall 2025 _____

9. UNDERGRADUATE SCHOOL(S)

College/University _____	College/University _____
Major _____	Major _____
Minor _____	Minor _____
Degree _____	Degree _____
Date Received _____	Period of Enrollment _____
GPA _____	GPA _____

10. What is your motivating factor for applying to this program and what do you hope to gain from participating?

11. WORK EXPERIENCE (PLEASE ATTACH A COPY OF YOUR RESUME)

12. LIST ANY AREAS OF PUBLIC POLICY FOR WHICH YOU HAVE AN INTEREST IN WORKING. INDICATE THE ACADEMIC STUDIES OR EXPERIENCES THAT HAVE PROVIDED YOU WITH THE NECESSARY BACKGROUND FOR THAT INTERNSHIP ASSIGNMENT.

13. ALL OF THE INFORMATION PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ALL MATERIALS SUBMITTED WITH THIS APPLICATION WILL NOT BE RETURNED AND ARE FOR THE CONFIDENTIAL USE OF THE ASSEMBLY INTERN COMMITTEE IN CONNECTION WITH MY ACCEPTANCE AND PLACEMENT IN THE GRADUATE INTERNSHIP. I HAVE ANSWERED ALL QUESTIONS AS DIRECTED AND ENCLOSED ALL OF THE REQUIRED SUPPORTING DOCUMENTS. TO ENSURE THAT OTHER APPLICANTS RECEIVE FULL CONSIDERATION, I WILL NOTIFY THE ASSEMBLY INTERN COMMITTEE IMMEDIATELY IF I WITHDRAW MY APPLICATION FOR ANY REASON.

14. SIGNATURE _____ DATE _____
Please type your full legal name. This will serve as your signature.

15. IN THE SPACE PROVIDED BELOW PLEASE WRITE OR ATTACH A PDF COPY OF YOUR PERSONAL STATEMENT, DESCRIBING YOURSELF, YOUR ABILITIES, AND INTEREST IN STATE GOVERNMENT TO HELP US ACCURATELY EVALUATE YOUR APPLICATION AND DETERMINE AN APPROPRIATE PLACEMENT (A RESUME IS NOT A SUFFICIENT SUBSTITUTE FOR THIS ITEM).

PERSONAL STATEMENT



CARL E. HEASTIE, SPEAKER



INTERN COMMITTEE
PATRICIA A. FAHY, CHAIR

**If you have any questions, call or
write the Assembly Intern Committee as follows:
518-455-4704**

**E-mail address:
internapplication@nyassembly.gov**

Website: <http://nyassembly.gov/internship/>

The New York State Assembly is an Equal Opportunity Employer. The New York State Assembly Intern Committee seeks to attract to its Internships qualified persons of diverse backgrounds, and pursuant to this policy, no applicant is discriminated against because of race, color, creed, sex, religion, age, sexual orientation, national origin, disability, domestic violence victim status, genetic predisposition or carrier status, marital status, or military status. A copy of the Assembly's Affirmative Action Policy is available upon request.