

Associated Students of the University of Missouri



August 24, 2009

The Associated Students of the University of Missouri (ASUM) is a student lobbying organization funded and operated by students. ASUM, founded in 1977, represents the interests of University of Missouri System students in the governmental process.

ASUM is now accepting applications for the 2009-2010 Federal Legislative and Issues Director Internship position (FLID). One UM student will be selected to work in Washington D.C. during Winter Semester. Applications are open to junior and senior standing students of all UM campuses.

The ASUM Federal Legislative Internship Program is a premier opportunity for students desiring hands-on political experience at the federal level. ASUM started its federal internship program in the summer of 2005 and has had a state level internship program for 33 years.

The federal intern earns nine (9) academic credit hours. Interns are asked not to take more than twelve (12) credit hours while completing the federal internship.

The ASUM federal intern works in the UM Governmental Affairs Federal Relations Office three days a week, working on Higher Education issues. The intern is also assigned to work in a Missouri Congressman's office two days a week.

Federal Legislative and Issues Director Internship applications are due in the ASUM Central Office on **Friday, September 18, 2009**. Applicants that meet all requirements will be contacted to set up an interview. Final selection decisions will be made in October. For specific and detailed information about the ASUM federal internship, please read the position description in this packet or contact a member of the ASUM Legislative Team.

We appreciate your interest and look forward to your candidacy. Please contact Lisa Prettyman, the Program Coordinator, at the ASUM Central Office at (573) 884-9522 or Joe Karl and Anna Osterlind at the numbers listed below should you have questions or need additional information.

Thank you for your interest!

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The Associated Students of the University of Missouri
Position Description: ASUM Federal Legislative and Issues Director Internship

Position:

The Federal Legislative and Issues Director Internship (FLID) is an opportunity for one UM student desiring hands-on political experience at the federal level. The FLID position is based out of Washington, D.C. –with three days a week at the UM Governmental Affairs Federal Relations Office and two days a week working in a Missouri Congressman’s office. The FLID position is unique as it provides a first-hand perspective of federal lobbying for higher education issues while giving insight into the daily operations of a Congressional Office. The FLID position also requires that the intern track congressional legislation potentially impacting UM system students and report their status to ASUM on a monthly basis.

Work Schedule:

The Federal Legislative and Issues Director intern will begin work in October 2009 at their home institution. The responsibilities in the fall semester include, but are not limited to, monthly trainings, meetings with the Federal Relations Office at their home campus, and research. The FLID intern will leave for Washington D.C. in January for the entire winter semester. **The FLID intern earns nine (9) academic credit hours. Interns are asked not to take more than twelve (12) credit hours while completing the federal internship.**

Eligibility:

Members must be in good standing as defined by university policy, rules and regulations and meet ASUM intern requirements.

To be considered for the ASUM Federal Legislative and Issues Director Internship, a student must:

1. Be a UM student who meets eligibility requirements according to the UM Collected Rules and Regulations.
2. Hold junior or senior status prior to start of internship
3. Have a minimum cumulative GPA of 3.0.
4. Enroll in no more than 12 credit hours during the internship.
5. Be able to attend two days of training in October and November and one day of training in December and January.
6. Be able to move to, and live in, Washington D.C. for Winter Semester.
7. Complete and return the Federal Internship Application with accompanying materials **by September 18, 2009.**

Duties:

The following outlines the duties and responsibility of this position:

- Work alongside the UM federal lobbyist three days a week in the UM Federal Relations Office in Washington, D.C.
- Work on Capital Hill in a Missouri Congressional Office
- Submit a weekly report of work in Washington, D.C. to the UM Governmental Affairs Federal Relations lobbyist and the ASUM Legislative Team
- Track congressional legislation potentially impacting UM system students and report its status to ASUM.
- Foster ASUM interaction and relationship building with federally elected officials and their staff who have ties to the UM System and the state of Missouri
- Develop collaboration with other state universities, as appropriate
- Communicate with national student lobbying associations.
- Submit a final written report upon completion of the internship to the UM Governmental Affairs Federal Relations lobbyist and the ASUM Internship Advisor as required by ASUM.
- Assume other duties that may be assigned by the ASUM Program Coordinator, Legislative Director and Assistant Legislative Director.

Federal Legislative Internship applications are due in the ASUM Central Office on **Friday, September 18, 2009**. Applicants that meet all requirements will be contacted to set up an interview.

**FEDERAL LEGISLATIVE AND ISSUES DIRECTOR INTERNSHIP
APPLICATION FORM**

Applicants must submit a resume, letter of interest, one letter of recommendation from a faculty or staff member, responses to the short answer questions, list of courses completed that are relevant to the federal internship, preferences and skills form, signed terms of agreement and an unofficial transcript with the completed application.

**Applications are due in the ASUM Central Office by 5:00pm
September 18, 2009.
ASUM Central Office
c/o Lisa Prettyman
309 University Hall
Columbia, MO 65211
Fax (573) 884-4204**

Full Name: _____

Year in School: JR. _____ SR. _____ Years at UM School(s): _____

Major: _____ Minor: _____

Current Cumulative GPA: _____ Student ID Number: _____

Expected graduation date (month and year): _____

Email: _____

Phone Number: (local) _____ (cell) _____

Local Address: _____

Hometown: _____

Birth Date: _____

Federal Voting Districts: House: _____ Senate: _____

How did you learn of the internship?

Short Answer Questions

Please limit your responses to all nine questions to a maximum of six double-spaced typed pages and attach to your completed application.

1. Detail your interest in the federal internship program? Why are you interested and what do you hope to gain from the experience?
2. Describe yourself. What are three distinguishing characteristics that set you apart from other applicants?
3. Describe your ability to, and success in, relating to and communicating with UM students.
4. Does your GPA, particularly in classes relating to your major, accurately reflect your abilities? Why or why not?
6. What have you experienced outside the classroom that could contribute to your ability to work successfully in Washington DC?
7. While the federal internship will likely be sought by students of varied interests and majors, it is most specifically related to those interested in the federal government process. How do you feel this internship will apply to your future and/or career plans?
8. Describe your ability to, and success in, relating to adults and communicating with professionals. Describe a past experience of working with a professional on a project.
9. Leadership, as well as teamwork, is a necessary skill for a successful federal intern. Describe a time when you lead a group of people in accomplishing a task and a time when you worked as a team.

Preferences and Skills

Though you will most likely be performing all of these tasks as a federal legislative intern, please check the three assignments in Column A that you think you would do best. Then check three more in Column B that you think you are weak in and would need the most time or practice to accomplish.

	Column A	Column B
A. Assist the UM federal lobbyists in daily work related to higher education issues on Capitol Hill	<input type="checkbox"/>	<input type="checkbox"/>
B. Draft a press release	<input type="checkbox"/>	<input type="checkbox"/>
C. Research the effect of proposed legislation	<input type="checkbox"/>	<input type="checkbox"/>
D. Talk to a Congressman in detail about voting for a bill	<input type="checkbox"/>	<input type="checkbox"/>
E. Speak to a large UM student group about a current bill	<input type="checkbox"/>	<input type="checkbox"/>
F. Attend a committee meeting to monitor it, take notes, and report on it.	<input type="checkbox"/>	<input type="checkbox"/>
G. Write a short speech for use in support of a bill	<input type="checkbox"/>	<input type="checkbox"/>
H. Take direction, adapt, and adjust to an office environment and staff	<input type="checkbox"/>	<input type="checkbox"/>

If there is anything else you would like us to consider, please attach an additional page to the application.