

## **Internship Opportunity**

The Department of Social Services, Office of Legal Counsel Regulations and Administrative Hearings is looking for applicants for a summer internship opportunity of undergraduate students seeking an internship in the summer months. Our mission is to provide students interested in the areas of state government with a rewarding educational experience. The Office of Legal Counsel Regulations and Administrative Hearings (OLCRAH) serves as in-house counsel for the agency, administers the promulgation of agency regulations and schedules and conducts administrative hearings in accordance with state and federal law.

### **Placement Opportunity:**

Department of Social Services Central Office located at 55 Farmington Avenue, Hartford, CT 06105

### **Internship Description:**

Undergraduate Intern: The Intern will assist the office staff with specific daily tasks like organizing documents, redacting hearings documents, database entries, and gathering hearings processes information. The Intern will be responsible to produce a hearings processing manual to be used as an ongoing training tool for hearings staff.

### **Candidate Qualities:**

A good candidate for this position will have a positive attitude, be eager to learn, and proactive in finding ways to assist the office. He or she should maintain a professional appearance and manner, as well as work well under pressure and be well-organized. Proficiency with Microsoft Word, Excel and knowledge of how to use office copy machines is required. The candidate should have experience in producing a processes work manual. Previous experience in a professional office setting is helpful but not necessary.

### **Available shifts:**

The office is open Monday through Friday from 8:00 a.m. to 4:30 p.m. The Intern should plan to work between 20 to 30 hours per week.

### **School Credit:**

This is an unpaid internship. Arrangements can be made with many schools for students to earn credit for their work.

### **Application Procedure:**

Internship placement is available for the summer. Please email your résumé or academic resume with a cover letter and two letters of recommendation including your availability to **dulce.frazao@ct.gov**.

### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.