



National HEP/CAMP Association Internship Program Application Deadline is February 8, 2019

Four to six current CAMP students or HEP graduates in their first year at a post-secondary institution will be selected to participate in the National HEP/CAMP Association Internship Program. The participants will travel to Washington, D.C. to take part in an eight-week internship. Expected internship placements include congressional offices, the Office of Migrant Education, and the White House Initiative on Educational Excellence for Hispanic Americans.

In congressional offices the interns greet visitors, answer the telephone and constituent requests for general information, tours, and other inquiries. This position monitors delivery and pickup of materials, maintains the front office, and assists with various administrative and legislative duties. The interns assist in providing research for and responding to letters from constituents and other interested parties. The interns interact with political and community leaders, learning about the federal government, policy development and implementation, and grassroots advocacy.

In the Office of Migrant Education, the intern works with the HEP & CAMP team in a variety of tasks including policy discussions, preparing for the HEP & CAMP Annual Directors' Meeting, working with project files, and providing a limited amount of data management. The intern also assists the MEP staff with monitoring reports, guidance documents, preparing for the OME Conference, and working with state files. The intern also attends policy briefings and other pertinent meetings attended by OME leadership and/or staff.

In the Office of the White House Initiative on Educational Excellence for Hispanic Americans, the intern performs data entry and manages an office database, greets and escorts visitors, and collects research and data on Latino education. The intern participates in staff meetings, assists the chief of staff in preparing reports, helps in the planning of upcoming events and responds to constituent inquiries.

All interns will have a number of opportunities to participate in various seminars and leadership activities in the Congressional Hispanic Caucus Institute (CHCI) Internship Program.

Only one application per program will be considered, and the application must be submitted by HEP/CAMP staff and signed by program director.

To apply, the applicant must:

- Be a current CAMP participant or HEP graduate attending a post-secondary institution (**Please note that HEP graduates must have completed one academic term in the institution to qualify**)
- Submit (**in a single pdf file**) a completed application form, personal statement, resume, two letters of recommendation (one from outside HEP/CAMP), qualifying document (COE, WIA or Employment Verification), copy of school transcript which includes GPA and credits, and a schedule of registered classes for current term

Tentative Program Dates:

- D.C. Arrival: May 25, 2019
- Orientation and Exploration of D.C.: May 26-June 2, 2019
- Internship Start Date: June 3, 2019
- Internship End Date: August 2, 2019
- Return home: August 3, 2019

Association Provides:

- Air fare and housing accommodations during Washington, D.C. stay
- \$3,375 stipend
- Clothing allowance
- METRO subsidy

For more information, please contact Patrick Doone (doone@usf.edu 813.974.0915).