Internship Program Description 2016-2017

Important Dates:
- **Application Due:** Sunday, March 20, 2016 11:59pm
- **Round 1 Interview:** March 31-April 5, 2016
- **Round 2 Interview:** April 11-20, 2016
- **Notified of position:** Monday, April 25, 2016

Info sessions:
- Wednesday, March 9, 2016 4pm-5pm 156 Dwinelle
- Monday, March 14, 2016 2pm-3pm 242 Dwinelle

**Pre-Program Orientation:** Tuesday, May 3, 2016 6pm-7:30pm

Program Description
Cal in Local Government partners with organizations in the Bay Area including but not limited to government departments, councilmember offices, non-profit organizations, research institutions, and other affiliates engaging in policy related work to provide 1 year project-based internships to UC Berkeley students interested in understanding the connection between public service and government efforts to create healthy communities.

**Internship Start Date:** Week of September 12, 2016
**Internship End Date:** Week of April 28, 2017

**Program Orientation:** Week of August 22, 2015 (time TBD)
**Student Leaders in Service Orientation:** August 22, 2016 9am-4pm
**Student Leaders in Service Retreat:** January 28, 2017 9am-4pm
**1st and 2nd Thursdays of the month trainings:** 6pm-7:30pm (Thursdays)

**Time Commitment:** 6-8 hours/week
**Cost:** None
**Benefits:** Earn field study units

Preferred Skills/Requirements
- Undergraduate or Graduate student enrolled at UC Berkeley
- 1 year of service experience
- Ability to manage multiple projects at the same time
- Ability to effectively manage various time commitments
- Ability to meet deadlines and take initiative
- Demonstrated interest and engagement government and/or public policy
- Ability to work independently and as part of a team
- Competent computer skills and ability to do online research

Job Responsibilities & Expectations
- Vary depending on site placement. Please review CLG Placement Descriptions for specific site requirements
- Complete yearlong (6-8 hours/week) internship beginning Week of September 12, 2016 and ending Week of April 28, 2017