

**SCOTT SCHWAB**  
Secretary of State



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## STATE OF KANSAS

### **KANSAS SECRETARY OF STATE INTERNSHIP PROGRAM**

The Kansas Secretary of State Internship Program is designed to provide college students and recent graduates with work experience to complement their academic studies and provide first-hand understanding of state government. The positions require strong written and verbal communications skills, attention to detail and the ability to multitask. While intern duties are largely administrative, candidates should expect to be given additional responsibilities as they progress through their internship.

The Secretary of State's office offers opportunities in the following divisions: elections, business services, administration, and communications. Upon completion of the Kansas Secretary of State Internship Program, students should be able to accurately describe the functions of the office and how each division within the office plays a unique role in serving Kansans.

Awarding academic credit for an internship is at the discretion of your college or university. We will assist you in providing appropriate information as requested by your college or university. Arrangements for accreditation should be made prior to the start of your internship.

#### REQUIREMENTS

To be considered for the Kansas Secretary of State Internship Program, applicants must be enrolled in an approved college or university and maintain good standing while enrolled. Students must possess a 2.5 or greater overall grade point average on a 4.0 scale. If receiving course credit for an internship, interns must provide the contact information of their direct advisor.

The selection of interns is based on several criteria including, but not limited to: academic achievement, extracurricular activities, residence of the applicant, and the time the application is submitted.

#### APPLICATION INSTRUCTIONS:

Students interested in participating in the Kansas Secretary of State Internship Program must submit a resume; a brief personal statement addressing their goals for the internship, areas of interest and desired competencies; and college or university requirements. Two writing samples and three references shall also be included with the application. Any of the aforementioned information not submitted with the application will result in the application being labeled incomplete.

If you have any questions, please call 785.296.4575.