



Senator Mark R. Warner's Vienna office seeks undergraduates or recent graduates for a constituent services internship. As our office continues to work to return to a normal pre-pandemic posture, we plan to launch a spring 2022 internship program that offers a limited number of in-person, remote, or hybrid intern positions.

Interns will assist state staff with community outreach, preparing congressional inquiries, research on pressing constituent issues, front office duties, and basic office administration. Applicants should be able to work independently, have excellent communication skills and interpersonal skills, and have a desire to learn about the day-to-day functions of a Senate state office. Experience with Intranet Quorum is a plus, but not required.

To help offset transportation and other costs associated with an internship in a state office, we are pleased to offer stipends.

All interns are eligible for a stipend, as follows:

- For a \$1000 pre-tax stipend, you must be able to commit to working between 12 – 23 hours per week for the entire session
- For a \$2000 pre-tax stipend, you must be able to commit to working at least 24 hours a week for the entire session
- Demonstrate strong ties to Virginia or attend a Virginia school;
- Be authorized to work in the United States; and
- Pursuant to federal law, be a U.S. citizen or meet one of three limited exceptions.

Interns available for fewer than 12 hours a week are eligible for an internship, but not a stipend.

In order to be considered, interested applicants must complete the online application located on Senator Warner's website by November 30th:

<https://www.warner.senate.gov/public/index.cfm/internships>