Senate Committee Services

Our Purpose

Senate Committee Services assists Senators in developing and evaluating policy alternatives to achieve their policy objectives. We achieve our purpose by:

- ensuring that committee meetings and other legislative processes operate efficiently and effectively, and are accessible to citizens we serve;
- providing information, analysis, options, and recommendations that are relevant, accurate, objective, creative, and timely; and
- developing clear, understandable legislation that accomplishes intended objectives.

Our Values

Initiative, integrity, teamwork, excellence, communication, and responsiveness guide us in our work with the people we serve and with each other.

Our Goals

Our goals for continuous improvement of Senate Committee Services are:

- deliver responsive service;
- work effectively together;
- foster individual development; and
- maintain a workplace that contributes to excellence.

Additional Information

Contact your school placement or internship center. Interested students may also contact Senate Committee Services.

Senate Committee Services:
(360) 786-7417

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Olympia, WA 98504-0466

The Washington State Senate is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, sex, age, marital status, veteran status, or the presence of any sensory, mental or physical disability.

Summer Internship Program

for Graduate and Law School students

with Washington State Senate Committee Services in Olympia

2009

Senate Committee Services, the non-partisan professional staff for the standing committees of the Washington State Senate, offers paid summer internships to graduate students and second-year law students.

Intern Duties

Senate Committee Services assigns interns to one or more of the Senate standing committees, with consideration given to the needs of the committees and the interests and experience of the interns. Interns conduct legal, fiscal and policy research for the committees, and may draft legislation and give presentations before legislative committees.

The committees include:

- Agriculture & Rural Economic Development
- Early Learning & K-12 Education
- Economic Development, Trade & Innovation
- Environment, Water & Energy
- Financial Institutions, Housing & Insurance
- Government Operations & Elections
- Health & Long-Term Care
- Higher Education & Workforce Development
- Human Services & Corrections
- Judiciary
- Labor, Commerce & Consumer Protection
- Natural Resources, Ocean & Recreation
- Rules
- Transportation
- Ways & Means

Intern Selection Criteria

Candidates for internships must possess strong oral, written, and interpersonal communication skills and the ability to conduct legal, fiscal, and policy research and analysis. They should be self-motivated and have an interest in public service.

Intern Educational Program

Prior to beginning the internship, interns attend a one-day orientation that includes information on legislative organization and process. Senate Committee Services provides weekly seminars with state leaders including legislators, state agency administrators, lobbyists, judges, and other elected or appointed officials. Interns receive training on Senate computer programs and individualized training from committee staff as it relates to their assignments. In addition, interns participate in a mock hearing, which is an excellent opportunity to apply the skills and knowledge developed during the internship.

Intern Housing and Transportation

Interns are responsible for making their own arrangements. However, Olympia has plentiful housing and finding reasonable accommodations is usually not a problem. A list of available housing will be provided upon request. Olympia also has an excellent public transportation system.

Intern Application/Selection Process

Interested students must:

- submit a cover letter, resume', and writing sample to their college or university internship coordinator or placement officer; and
- sign up for an interview time with these same administrators

Interviews begin in September at most schools. Finalists will receive a second interview, in Olympia, usually in November. At the second interview, candidates also complete a written exercise.