

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 the citizens we serve;
- providing information, analysis, options, and recommendations that are non-partisan, 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 non-partisan 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) 786-7463
PO Box 40466
Olympia, WA 98504-0466

Summer Internship Program

for Graduate
and Law School
students

with Washington State
Senate Committee
Services in Olympia

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.

Senate Committee Services,
the non-partisan professional
staff for the standing
committees of the
Washington State Senate,
offers paid summer internships
to first-year 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 non-partisan legal, fiscal and policy research for the committees, and may draft legislation and give presentations before legislative committees.

The committees includes:

- Agriculture, Water, Natural Resources & Parks
- Business, Financial Services, Gaming & Trade
- Early Learning & K-12 Education
- Environment, Energy & Technology
- Health & Long Term Care
- Higher Education & Workforce Development
- Housing
- Human Services
- Labor & Commerce
- Law & Justice
- Local Government, Land Use & Tribal Affairs
- State Government & Elections
- Transportation
- Ways & Means

Intern Selection Criteria

Candidates for internships must possess strong oral, written, and interpersonal communication skills and the ability to conduct non-partisan 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 receive an orientation that includes information on legislative organization and process. Senate Committee Services provides regular 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.

Internship Location

SCS has offered the internship in a hybrid format the past couple of years, allowing some virtual and some in person experiences. Most recently, the majority of the internship has been offered remotely, with a one-week in person experience in Olympia on the capital campus to give students a mock session and hearing experience.

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 the Fall at most schools. If necessary, finalists may be asked to schedule a second interview. At the second interview, candidates may also complete a written exercise.

