

Commonwealth of Pennsylvania

2015 Summer Internship Programs

Compliments of
SENATOR ANDY DINNIMAN

WEST CHESTER OFFICE

One North Church Street • West Chester, PA 19380 • (610) 692-2112 • Fax: (610) 436-1721

HARRISBURG OFFICE

Senate Box 203019 • Harrisburg, PA 17120-3019 • (717) 787-5709 • Fax: (717) 787-4384
Senate of Pennsylvania: 1-800-364-1581 (TTY)

E-MAIL

andy@pasenate.com

FACEBOOK

Senator Andy Dinniman

TWITTER

@SenatorDinniman

WEBSITE

www.senatordinniman.com

ANDREW E. DINNIMAN

STATE SENATOR
19TH DISTRICT

182 MAIN CAPITOL BUILDING
SENATE BOX 203019
HARRISBURG, PA 17120-3019
717-787-5709
FAX: 717-787-4384

ONE NORTH CHURCH STREET
WEST CHESTER, PA 19380-3006
610-692-2112
FAX: 610-436-1721

EMAIL: andy@pasenate.com

WEBSITE: www.senatordinniman.com

FACEBOOK: Senator Andy Dinniman

TWITTER: @SenatorDinniman



Senate of Pennsylvania

February 2015

COMMITTEES

EDUCATION, MINORITY CHAIR
AGRICULTURE AND RURAL AFFAIRS
ENVIRONMENTAL RESOURCES AND ENERGY
POLICY
PUBLIC HEALTH AND WELFARE
STATE GOVERNMENT

BEN FRANKLIN TECHNOLOGY
DEVELOPMENT AUTHORITY, OFFICER
EDUCATION COMMISSION OF THE STATES
INTERNATIONAL COMMERCE CAUCUS, CO-CHAIR
JOINT LEGISLATIVE CONSERVATION COMMITTEE
LIFE SCIENCES AND BIOTECHNOLOGY CAUCUS, CO-CHAIR
PENNSYLVANIA HIGHER EDUCATIONAL FACILITIES AUTHORITY
PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION
STATE BOARD OF EDUCATION
STATE PUBLIC SCHOOL BUILDING AUTHORITY

Dear Friend:

One of the most meaningful and rewarding ways to learn about jobs in state government is through an internship in one of Pennsylvania's government agencies. A myriad of opportunities exist for students and others to gain insight and understand how state government works for Pennsylvania.

In the following pages you will find information on available internships. Our staff has compiled a list of opportunities, background and contact information. This material will help those who are interested in applying for the positions.

We have done our best to ensure the accuracy of the information concerning potential internship opportunities. However, keep in mind that agencies handle the processing of applications through their own personnel offices and their procedures may differ. Because of fiscal restraints, some agencies who indicated that internships are available may be unable to actually offer positions in a particular year. In addition, in large multi-office agencies one location may be unaware of opportunities in other offices.

Another important point to remember is that there are application deadlines so it is important to review the information as soon as possible. Also, please understand that there is no guarantee that any applicant will be approved for an internship.

Each agency will make a decision on hiring an intern(s) based on their own selection criteria. Please utilize the contact number provided for each agency to learn more about the internship selection process and the status of an application.

Please take a moment to review the material. I am hopeful that it will be helpful to you in finding the right internship opportunity.

Sincerely,

A handwritten signature in black ink that reads "Andy Dinniman".

Andy Dinniman
State Senator

TABLE OF CONTENTS

Aging.....	1
Agriculture.....	3
Attorney General.....	3
Auditor General.....	3
Community & Economic Development.....	3
Conservation & Natural Resources.....	7
Corrections	18
Education.....	18
Emergency Management.....	18
Environmental Protection	18
Game Commission	19
Health	19
Historical & Museum Commission.....	20
Human Relations Commission	24
Human Services.....	24
Inspector General	24
Liquor Control Board	24
Military and Veterans Affairs	25
PennDOT	25
Probation & Parole Board	26
PSERS	47
Revenue.....	47
SERS.....	48
State, Department of	49
State Police.....	49
Turnpike Commission	50

*Students are encouraged to apply for Government Service Intern positions
through the Bureau of State Employment at:*

<http://www.portal.state.pa.us/portal/server.pt/community/home/4635>

■ AGING

Opportunities: The Department of Aging does offer internship opportunities. A general program summary is attached.

Interns in the past have been able to receive credit. It depends on their school's guidelines but generally as long as they have specific training goals for the program and a certain number of hours, credit is provided by the institution.

Deadline: ASAP

How to Apply: For more information or to apply, contact:

Evelyn L. Chianelli, Special Assistant
Pennsylvania Department of Aging, Executive Office
555 Walnut St. • Forum Place • 5th Floor • Harrisburg PA 17101
Phone: 717.525.5086
Email: echianelli@pa.gov

See next page for additional information



Internship Opportunity, Office of the Secretary, PA Department of Aging

Statement of Purpose:

- To gain an understanding of the Department of Aging, how PDA interacts with other state agencies, the Pennsylvania General Assembly, state and national organizations and associations, and its impact on the older residents of Pennsylvania.

Statement of Experiences:

- Exposure to the operations of state government, especially the Department of Aging, by working as a team member in the Office of the Secretary.

Specific tasks will include:

- Attend departmental hearings
- Review annual reports of various departmental bureaus
- Assist in the review and editing of materials for the Secretary and other members of the Executive staff
- Answer phone and email inquiries to the Office of the Secretary
- Assist in the preparation of mailings and outreach efforts
- Attend meetings with partner organizations and associations
- Attend departmental conferences
- Meet with bureau directors and staff
- Assist in preparing a departmental annual report

Outcomes will include:

- Understanding of the operations of the Pennsylvania Department of Aging
- Understanding of the Pennsylvania General Assembly
- Work as a team member of the Office of the Secretary
- Learn to prioritize tasks and manage a daily work schedule
- Ability to research inquiries from the Secretary and other members of the Executive staff
- Development of work skills in a professional office setting

Supervision and Monitoring:

- Team meetings
- Scheduling meetings
- Mid-semester evaluation
- Final evaluation
- Final class project report

Location and Hours:

- 555 Walnut Street, Harrisburg, PA 17101
- 8:30am—5:00pm Monday through Friday
- Internship is unpaid

■ AGRICULTURE

Opportunities: Summer interns are on an as-needed basis. Potential opportunities include engineering, scientific, and technical interns with the Bureau of Food Safety, and lab assistants/forest inspect pest aids at the Bureau of Plant Industry.

How to Apply: Check with our website at www.agriculture.state.pa.us for available openings.

■ ATTORNEY GENERAL'S OFFICE

Opportunities: The Office of Attorney General accepts undergraduate and graduate internships within our Executive Office (i.e. Press Office, Government Affairs Unit, Education and Outreach Unit, Department of Veterans and Military Affairs). We only accept law school students for internships within our three legal divisions (i.e. Criminal, Civil, and Public Protection).

How to Apply: Interns can apply at this website: <https://employment.attorneygeneral.gov/>

■ AUDITOR GENERAL'S OFFICE

Opportunities: The Pennsylvania Department of the Auditor General is the chief fiscal watchdog of the commonwealth. It is responsible for using audits to ensure that all state money is spent legally and properly.

The Department of the Auditor General offers unpaid internships, with the possibility of college credits, in a variety of areas, including auditing, IT audits, legal, communications, and legislative affairs. Our office is located across the street from the state capitol in Harrisburg.

How to Apply: Please contact Marty Rowan, Director of Human Resources, at 717-787-3192 or mrowan@auditorgen.state.pa.us

■ COMMUNITY & ECONOMIC DEVELOPMENT

Opportunities: DCED uses four classifications of Interns – Government Service Interns (GSI), Engineering, Scientific and Technical Interns (ESTI), Information Technology (IT) and Legal.

How to Apply: <http://www.newpa.com/contact-us/dced-employment-opportunities/internship-opportunities>

See next 3 pages for additional information

DCED INTERNSHIP APPLICATION INSTRUCTIONS

An electronic version of the Internship Application is available through DCED's website at newPA.com. The application is in a fillable PDF format. Save and email the form to: **ra-pennDOT_internship@pa.gov** (DCED and PennDOT share Human Resources services.) Please type your name in the signature block if you are unable to scan the application.

If you are not able to save and email the form: print a copy of the completed electronic form, sign and date the hard copy and send to the address listed below. Be sure to sign before sending.

To send via U.S. mail, please type or print in black or blue ink — no pencil. Complete all portions of this form, including signature and date.

Incomplete forms will be returned to the applicant. Resumes are not considered a substitute for COMPLETE ANSWERS. If additional space is needed to adequately answer any questions, please use white paper the same size as the form and mark each additional page with your name and social security number.

GENERAL INFORMATION *(Items 1 through 9)*

Complete blocks as directed.

EDUCATION/SKILLS *(Items 10 through 15)*

List all college and other formal education/training including dates attended, years completed, type of degree and year of degree.

EMPLOYMENT *(Item 16)*

Complete as directed or attach a resume with your name and social security number clearly marked.

MISCELLANEOUS *(Items 17 through 18)*

Complete blocks as directed.

If the answer to any of these questions is "yes," please provide details on a separate sheet of paper.

* BE SURE TO SIGN THE APPLICATION *

If mailing your application, mail to:

PennDOT/DCED
Internship Coordinator
Bureau of Human Resources
P.O. Box 3789
Harrisburg, PA 17120

What happens to my application once it is submitted?

The information is entered into our Computer Referral System to await a suitable vacancy for which you may be referred.

How long is my application kept on file?

Your application will be maintained on file for a period of ONE YEAR. At the end of that time, it will automatically become inactive. It will be necessary to submit an updated Internship Application at that time.



APPLICATION FOR THE DCED INTERNSHIP PROGRAM

GENERAL INFORMATION			
1. LAST NAME	2. FIRST NAME	MI	3. SOCIAL SECURITY NUMBER
4. STUDENT'S COLLEGE ADDRESS (NUMBER, STREET & APT. NO.)			TELEPHONE NO. (COLLEGE)
5. CITY	STATE		ZIP CODE
6. STUDENT'S PERMANENT ADDRESS (NUMBER, STREET & APT. NO.)			TELEPHONE NO. (PERMANENT)
7. CITY	STATE		ZIP CODE
8. EMAIL ADDRESS			
9. HAVE YOU PREVIOUSLY WORKED WITH DCED AS AN INTERN? <input type="checkbox"/> Yes <input type="checkbox"/> No			

EDUCATION/SKILLS						
10. CHECK HIGHEST LEVEL COMPLETED AT TIME OF ANTICIPATED EMPLOYMENT <i>(Graduate School)</i> <input type="checkbox"/> High School <input type="checkbox"/> 1 st Year College <input type="checkbox"/> 2 nd Year <input type="checkbox"/> 3 rd Year <input type="checkbox"/> 4 th Year <input type="checkbox"/> 5 th Year <input type="checkbox"/> 6 th Year						
11. NAME & LOCATION (CITY & ZIP CODE) OF COLLEGE, UNIVERSITY OR PROFESSIONAL SCHOOL						
Name & Location (City & Zip Code)	Dates Attended		Did you Graduate?	Anticipated Date of Graduation	Type of Degree (B.A. etc.)	Major Course of Study
	From	To				
			<input type="checkbox"/> Yes <input type="checkbox"/> No			
			<input type="checkbox"/> Yes <input type="checkbox"/> No			
			<input type="checkbox"/> Yes <input type="checkbox"/> No			
			<input type="checkbox"/> Yes <input type="checkbox"/> No			
12. LIST SPECIAL QUALIFICATIONS AND SKILLS: (e.g., CPR, First Aid, Red Cross Lifesaving Certification, GIS experience, operation of computer/lab/office equipment, etc.)						
13. TO THE BEST OF YOUR KNOWLEDGE, DO YOU HAVE RELATIVES WORKING IN DCED? <i>If yes, please indicate the name and relationship of the relative.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No						
14. ARE YOU CURRENTLY ENROLLED IN COLLEGE FULL-TIME? <input type="checkbox"/> Yes <input type="checkbox"/> No			15. ARE YOU REGISTERED OR DO YOU INTEND TO REGISTER FULL-TIME IN COLLEGE NEXT TERM/SEMESTER? <input type="checkbox"/> Yes <input type="checkbox"/> No			

APPLICATION FOR THE DCED INTERNSHIP PROGRAM

EMPLOYMENT

16. List your employment record. Start with present employment, including paid employment, internships, volunteer or unpaid work and military service. If your title and duties changed in the course of your work with one employer, describe the changed duties in a new block. Attach additional sheets, if needed. Include your name and social security number and the same information as requested in A through C.

A. NAME AND ADDRESS OF EMPLOYER (INCLUDE ZIP CODE, IF KNOWN)		DATES EMPLOYED (MONTH & YEAR) From: _____ To: _____ EXACT TITLE OF YOUR POSITION
NAME OF IMMEDIATE SUPERVISOR	TELEPHONE NO.	NUMBER AND CLASS OR LEVEL OF EMPLOYEES YOU SUPERVISED
B. NAME AND ADDRESS OF EMPLOYER (INCLUDE ZIP CODE, IF KNOWN)		DATES EMPLOYED (MONTH & YEAR) From: _____ To: _____ EXACT TITLE OF YOUR POSITION
NAME OF IMMEDIATE SUPERVISOR	TELEPHONE NO.	NUMBER AND CLASS OR LEVEL OF EMPLOYEES YOU SUPERVISED
C. NAME AND ADDRESS OF EMPLOYER (INCLUDE ZIP CODE, IF KNOWN)		DATES EMPLOYED (MONTH & YEAR) From: _____ To: _____ EXACT TITLE OF YOUR POSITION
NAME OF IMMEDIATE SUPERVISOR	TELEPHONE NO.	NUMBER AND CLASS OR LEVEL OF EMPLOYEES YOU SUPERVISED

I authorize the Departments of Community & Economic Development and Transportation to obtain information concerning me from former employers and any other persons I have given as references, and I release all concerned from any liability in connection therewith. Yes No

17. Were you ever convicted of any criminal offense, which includes felonies, misdemeanors, summary offenses and convictions, resulting from a plea of no contest or have you ever forfeited bond or collateral in connection with a criminal charge? Yes No

If yes, give details on a separate sheet of paper. Be sure to include your social security number. Exceptions to the above are: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition Program. Note: Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merit.

18. Are there any criminal charges pending against you at this time? Yes No

If yes, give details on a separate sheet of paper. Be sure to include your social security number. Note: Pending criminal charges are not a bar to employment in all cases. Each case is considered on its merit.

CERTIFICATION

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I am aware that all statements made by me on this application are subject to investigation including verification of prior employment and education.

SIGNATURE (IN INK) OF APPLICANT)	DATE
----------------------------------	------

NOTE: If applying online, signature will be obtained when appointed.

In accordance with the Americans with Disabilities Act of 1990, DCED will provide reasonable accommodation to persons with disabilities. If contacted for interview, please inform them of any necessary accommodations you may need.

■ CONSERVATION & NATURAL RESOURCES

Opportunities: Several internships available; Learning opportunities located throughout the state; job responsibilities directly related to your field of study; experience that can be used upon graduation when seeking full-time employment; and gaining an insight into state government employment.

Deadline: March 1, 2015

How to Apply: <http://www.dcnr.state.pa.us/humanresources/internapp/index.htm>

See next 10 pages for additional information

If you have questions, please contact:

Bureau of Human Resources
P.O. Box 8768
Harrisburg, PA 17105-8768
Telephone 717-787-8737
TDD 1-800-654-5984
Fax 717-783-0220
denrjobs@state.pa.us

The Commonwealth Is An Equal Opportunity Employer
Supporting Workforce Diversity



pennsylvania
DEPARTMENT OF CONSERVATION
AND NATURAL RESOURCES

Commonwealth of Pennsylvania ♦ Tom Corbett, Governor
Department of Conservation & Natural Resources ♦ Ellen M. Ferretti, Secretary

10/2014

Calling all Interns!



pennsylvania
DEPARTMENT OF CONSERVATION
AND NATURAL RESOURCES

We offer...

Rewarding experience in your field of study!

Insight into state government employment

Employment opportunities throughout the state

Bureau of Human Resources
P.O. Box 8768
Harrisburg, PA 17105-8768
www.denr.state.pa.us

Telephone 717-787-8737
TDD 1-800-654-5984
Fax 717-783-0220
Email denrjobs@state.pa.us

You may apply for an internship with DCNR if you are...

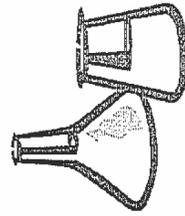
- ✓ In good academic standing
- ✓ Enrolled as a full-time student in an accredited college or university, which offers or leads to an associate, bachelor or graduate degree



Candidates who participate in the program are enrolled in one of the curricula described below:

Engineering: Agriculture, architectural, civil, civil structural, electrical, environmental, geological, industrial, mechanical, mining, petroleum, sanitary and soils and engineering technology.

Architecture: Architectural design and landscape architecture.

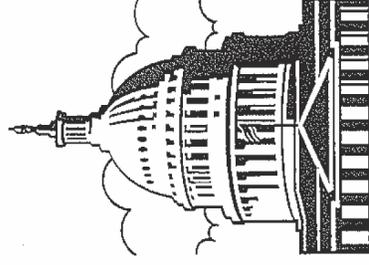


Scientific: Agriculture, agronomy, bacteriology, biology, biochemistry, botany, chemistry, conservation management, earth science, ecology, entomology, environmental biology, environmental resource management, environmental science, floriculture, forest ecology, forestry, geography, geology, horticulture, hydrogeology, mammalogy, meteorology, microbiology, mineralogy,

ornithology, water resource management, wildlife management and zoology.

Technical: Computer science/information technology, geo-environmental studies, geographical information systems (GIS), mathematics, operation research, statistical analysis; or any other program specific field such as environmental education, environmental planning, recreation and parks management and similar curricula.

To know more about the Internship program and to apply on line, check us out at www.dcnr.state.pa.us/humanresources/interns.



We appreciate your interest in employment with the Department of Conservation and Natural Resources.

Commonwealth of Pennsylvania
 Department of Conservation and Natural Resources

Paid Internships Available - Summer 2015

Salary: \$12.43 per hour

COUNTY: BUCKS LOCATION: BUREAU OF STATE PARKS LEARNING EXPERIENCE: MAJORS

Assist Park staff in various projects while gaining experience in Park Operations, Resource Management, Administration and Environmental Education.

Learn how to direct a maintenance program to insure park grounds, structures, facilities, and equipment are properly maintained. Assist in directing all park recreational and educational activities to insure optimum use of facilities.

Engage visitors through contacts both in the office and field. Provide outstanding customer service to ensure a memorable visit. Learn how staff participates in law enforcement activities using the Crimes Code, Vehicle Code and Fish and Game laws within State Parks. Make contact with public to ensure that State Park rules and regulations are upheld.

Learn how to manage a park's natural resources, which includes the preparation, maintenance and adherence to a park's Resource Management Plans.

Park Region #4 Office
 Perkasie PA

ENVIRONMENTAL RESOURCE MANAGEMENT,
 PARKS MANAGEMENT, RECREATION
 MANAGEMENT

Prepare letters, reports, and correspondence, as required. Assist in preparing draft press releases to inform the public and others of park activities, programs, schedules, and special events.

Assist with special events and work with volunteers.

Assist Environmental Education staff with recreational and environmental education programs.

Participate in park inspections and swimming beach/pool inspections and are required to complete written reports.

Contact Info:
 Liz Martinec
 (717) 783-8732
 emartinec@pa.gov

DCNR Paid Internships

Commonwealth of Pennsylvania
 Department of Conservation and Natural Resources

Paid Internships Available - Summer 2015

Salary: \$12.43 per hour

BUTLER

BUREAU OF STATE PARKS

Internships will include a variety of experience, including shadowing Park Management in their daily work schedule. Will spend time learning about park operations that can include Maintenance, Environmental Education, and working at park events. Schedules may be flexible to accommodate park or student needs. Will share interns among State Parks and Western Engineering in Regional Office #2. ENGINEERING MAJORS CAN BE ENGINEERING - ARCHITECTURAL, CIVIL, MECHANICAL OR ELECTRICAL. TWO OPPORTUNITIES AVAILABLE

Park Region #2 Office
 Prospect, PA

ENGINEERING-ARCHITECTURAL, CIVIL,
 MECHANICAL OR ELECTRICAL; ENVIRONMENTAL
 EDUCATION; PARKS MANAGEMENT

Park Region #2 Office
 Prospect, PA

Internship for IT support. Experience will include installing PCs, Troubleshooting networks and hardware, web database development, user management, user support and surplus of retired IT equipment. INFORMATION TECHNOLOGY

CAMERON

BUREAU OF FORESTRY

The student will be involved with: Timber Management, GIS/GPS Technology, DMAPVIP AND Wildlife Management, Private Land Stewardship, Prescribed Fire Treatments, Recreational Trails, Emerald Ash Borer Treatments, and Invasive Species Management and Control.

Forest District #13
 Emporium, PA

FOREST ECOLOGY, FORESTRY, WILDLIFE
 MANAGEMENT

BUREAU OF STATE PARKS

Assist park staff in various projects while gaining experience in Park Operations, Resource Management, Administration, and Environmental Education. TWO OPPORTUNITIES AVAILABLE

Park Region #1 Office
 Sizerville, PA

BIOLOGY, CONSERVATION MANAGEMENT, PARKS
 MANAGEMENT

CLINTON

BUREAU OF FORESTRY

Silviculture; Surveying; Mapping with ARCMAP; Recreation Dealing with Hiking, ATVs, and Canoes; Invasive Plant Treatment & Monitoring. TWO OPPORTUNITIES AVAILABLE.

Forest District #10
 Renovo, PA

FOREST ECOLOGY, FORESTRY, GEOGRAPHICAL
 INFORMATION SYSTEMS (GIS)

Contact Info:
 Liz Martinec
 (717) 783-8732
 emartinec@pa.gov

DCNR Paid Internships

Commonwealth of Pennsylvania
Department of Conservation and Natural Resources

Paid Internships Available - Summer 2015

Salary: \$12.43 per hour

COLUMBIA

BUREAU OF FORESTRY

Assist in all aspects of Resource Management, including Silviculture, Forest Regeneration, Inventory, Forest Pest Management and Recreation to gain a greater understanding and experience in State Forest Management. This experience will help student become a productive Forester in the future for a career in the public or private sector.

- Assist Foresters in surveying and marking timber sale boundaries, block lines and haul roads

- Assist Foresters in measuring and marking trees in accordance with Silvicultural prescriptions developed by the Forester

- Conduct regeneration inventories for future planning of Forest Resource Management FORESTRY

- Maintain State Forest Boundary Lines

- Inventory State Forest River Islands on the Susquehanna River by getting GPS locations and tagging islands with State Forest Boundary Markers

- Assist Forester with planning and implementing recreation projects such as: Trail Maintenance, layout, construction; Campsite maintenance

- Assist Foresters with Forest Pest Management activities

- Assist with maintaining deer fences

- Assist Foresters with planning and implementing regeneration projects

- Assist Foresters with programs, workshops, tours and other informational and educational efforts to promote District programs and activities

- Assist with other projects and perform other duties, as directed

Forest District #18
Cressona, PA

DAUPHIN

BUREAU OF FORESTRY

Forest Resource Planning & Stewardship
Harrisburg, PA

State Forest Planning, Public Outreach/Engagement, District Planning, Public Attitudes of State Forestland, GIS Mapping

ENVIRONMENTAL PLANNING, ENVIRONMENTAL SCIENCES, FORESTRY

Work closely with at least 2 Wildlife Biologists and 2 Botanists within the Ecological Services Section. We would like this position to be 60% Fieldwork and 40% Office work (vehicle provided). This internship would provide learning experiences in Botany, Endangered Plant Surveying and Conservation, Invasive Species Management, Plant Monitoring, Endangered Wildlife Surveying and Conservation, Game Species Habitat Management, Reclamation Projects, GIS, and General Forest Management.

Conservation Science & Ecological Resources, Harrisburg, PA

BIOLOGY, ECOLOGY, WILDLIFE MANAGEMENT

Contact Info:

Liz Martinec

(717) 783-8732

emartinec@pa.gov

DCNR Paid Internships

Commonwealth of Pennsylvania
Department of Conservation and Natural Resources

Paid Internships Available - Summer 2015

Salary: \$12.43 per hour

BUREAU OF TOPOGRAPHIC AND
GEOLOGIC SURVEY

Geologic and Geographic Information
Systems, Middletown, PA

Will gain experience in: Water wells; water well construction; groundwater; water-well
driller requirements and methods; topographic maps; online mapping tools; geography
of PA; coordinates; GPS systems. **TWO OPPORTUNITIES AVAILABLE.**

ENVIRONMENTAL SCIENCES, GEO-
ENVIRONMENTAL STUDIES, GEOGRAPHY

TECHNICAL ASSISTANCE: Provides aid to Geologists engaged in research projects

PROJECT ACTIVITIES: Works in cooperative team under supervision of a Geologist
on assigned Quadrangle or Geological Mapping project in selected regions of the
Commonwealth and include such activities as:

- A.) Review existing engineering, hydrogeologic and geologic reports, maps, and other
related literature
- B.) Review and interpret remote sensing data
- C.) Conduct a field investigation to verify aerial photographic interpretation; examine
and obtain data from bedrock exposures; collect samples for analysis
- D.) While in the field, record data in a digital format, using electronic devices such as
GPS, PDA, Digital Camera
- E.) Compile and transfer all information regarding geologic hazards and field geologic
conditions into word processing, spreadsheet, and database documents
- F.) Utilize various software programs to aid in the interpretation of compiled data and
to draw inferences regarding geologic conditions throughout the Commonwealth
- G.) Where applicable, spending a pre-determined portion of the work week in the
project area during the field season

Geologic and Geographic Information
Systems, Middletown, PA

EARTH SCIENCES, GEO-ENVIRONMENTAL
STUDIES, GEOLOGY

TWO OPPORTUNITIES AVAILABLE

Contact Info:
Liz Martinec
(717) 783-8732
emartinec@pa.gov

DCNR Paid Internships

Page 4 of 5

Commonwealth of Pennsylvania
 Department of Conservation and Natural Resources

Paid Internships Available - Summer 2015

Salary: \$12.43 per hour

ERIE	
BUREAU OF STATE PARKS	
Presque Isle State Park Erie, PA	Invasive Species, GIS, Environmental Education. NINE OPPORTUNITIES AVAILABLE BIOLOGY, ENVIRONMENTAL BIOLOGY, PARKS MANAGEMENT
LACKAWANNA	
BUREAU OF FORESTRY	
Forest District #11 North Abington Township, PA	Primary duty: Assist Foresters and Forest Technician with GPS data collection on newly acquired properties. GPS data collection will include trails, gates, roads, parking lots, unique features and boundary corners. Additional work would include assisting Foresters with reestablishing a Demonstration Forest/Outdoor Lab for public use. Assist Foresters with the collection of data in timber sales five years and older. This position will also work with all staff members to obtain exposure to the Bureau and all facets of Forestry. FOREST ECOLOGY, FORESTRY
POTTIER	
BUREAU OF FORESTRY	
Forest District #11 Coudersport, PA	Assist Foresters in planning and implementation of timber sales; includes delineating areas for treatment, surveying sale boundaries, locating sale haul roads, and inventory of timber stands. Will also assist in collection of GPS data for the district GIS work, fire prevention work and administration of gas leases and rights-of-ways. TWO OPPORTUNITIES AVAILABLE. ENVIRONMENTAL RESOURCE MANAGEMENT, FOREST ECOLOGY, FORESTRY
TIOGA	
BUREAU OF FORESTRY	
Forest District #16 Wellsboro, PA	Assist Foresters in planning and implementation of timber sales; includes delineating areas for treatment, surveying sale boundaries, locating sale haul roads, and inventory of timber stands. Will also assist in collection of GPS data for the district GIS work, fire prevention work and administration of gas leases and rights-of-ways. TWO OPPORTUNITIES AVAILABLE. FORESTRY
WESTMORELAND	
BUREAU OF FORESTRY	
Forest District #4 Laughlintown, PA	Geographic Information Systems (GIS) Using ARCMAP; Timber Sales; Global Positioning Systems (GPS); Regeneration Projects; Recreation Projects; Mapping; Surveying; Invasive Species; District Office Work; Environmental Education Programs; Public Education; Computer Applications FORESTRY, GEOGRAPHICAL INFORMATION SYSTEMS (GIS), WILDLIFE MANAGEMENT

Contact Info:
 Liz Martinec
 (717) 783-8732
 emartinec@pa.gov

DCNR Paid Internships

Commonwealth of Pennsylvania
 Department of Conservation and Natural Resources
Unpaid Internships Available - Summer 2015

MAJORS

LEARNING EXPERIENCE

COUNTY LOCATION

BEAVER

BUREAU OF STATE PARKS

Environmental Education, Park Maintenance, Non-Law Enforcement Park Ranger Duties and Clerical Duties. This will be a well-rounded experience of what you could expect in any classification in a State Park. Interns will work with management to develop their interests and projects. **THREE OPPORTUNITIES AVAILABLE.**

Raccoon Creek State Park
 Hookstown, PA

ENVIRONMENTAL RESOURCE MANAGEMENT,
 PARKS MANAGEMENT, RECREATION
 MANAGEMENT

BUTLER

BUREAU OF STATE PARKS

Environmental Education, Recreational Programming and Interpretive Programming
TWO OPPORTUNITIES AVAILABLE.

Moraine State Park
 Portersville, PA

FORESTRY, PARKS MANAGEMENT, RECREATION
 MANAGEMENT

Jennings Environmental
 Education Center
 Slippery Rock, PA

Park and Natural Resource Management, Ecology, Botany and/or Zoology, Outdoor Programming. **TWO OPPORTUNITES AVAILABLE.**

ECOLOGY, ENVIRONMENTAL RESOURCE
 MANAGEMENT, ENVIRONMENTAL SCIENCES

Jennings Environmental
 Education Center
 Slippery Rock, PA

Environmental Education, Interpretation, Event Planning and Management,
 Recreation Programming. **TWO OPPORTUNITES AVAILABLE.**

COMMUNICATIONS, ENVIRONMENTAL EDUCATION,
 ENVIRONMENTAL SCIENCES

Contact Info:
 Liz Martinec
 (717) 783-8732
 emartinec@pa.gov

DCNR Unpaid Internships

Page 1 of 3

CARBON

BUREAU OF STATE PARKS

•Park Operations - Work with Park Management and staff to learn about and participate in all areas of park administration, including Planning, Operations and Maintenance, Staffing, Special Events, Office Administration, Financial Planning, Reporting and Customer Service.

•Maintenance Operation - Covers all aspects of park maintenance from care of open spaces to public places through hands-on work with field experts. Learn Planning, Purchasing, Staffing and what goes into managing and taking care of a State Park. Intern will have an opportunity to perform equipment inventories and condition assessments as well as learn about construction types/materials.

•Administrative Operations - Experience in office and business practices will be put to work in a first-hand learning experience. Working in the Park Office, intern will participate in all activities of operating and running a park office.

•Natural Resource Planning/Environmental Interpretation - Observe and learn interpretive and administrative techniques; become aware of available interpretive resource materials and media; assist with inventories of plants and wildlife.

ENVIRONMENTAL EDUCATION, PARKS
MANAGEMENT, RECREATION MANAGEMENT

Beltzville State Park
Lehighton, PA

CRAWFORD

BUREAU OF STATE PARKS

Pymatuning State Park
Jamesstown, PA

GIS, Environmental Education, Recreational Programming, Invasive Species, Wildlife Management. **TWO OPPORTUNITES AVAILABLE**

CONSERVATION MANAGEMENT, ENVIRONMENTAL
RESOURCE MANAGEMENT, PARKS MANAGEMENT

FAYETTE

BUREAU OF STATE PARKS

Ohioyle State Park
Ohioyle, PA

Provides a wide variety of opportunities while shadowing Park Management and Environmental Education Specialists - Invasive Species Treatments, GPS work, Trail work, assisting in Environmental Programming, Manning Interactive Exhibit Hall in New Visitor Center, etc. Students will have an opportunity to select a specific project to work on, based on their career goals, to complete during their internship period.

ENVIRONMENTAL EDUCATION, ENVIRONMENTAL
SCIENCES, RECREATION MANAGEMENT

TWO OPPORTUNITES AVAILABLE

LUZERNE

BUREAU OF STATE PARKS

Ricketts Glen State Park
Benton, PA

Park Operations & Maintenance, along with Resource Management

GEO-ENVIRONMENTAL STUDIES, GEOGRAPHICAL
INFORMATION SYSTEMS (GIS), RECREATION
MANAGEMENT

Contact Info:
Liz Martinec
(717) 783-8732
emartinec@pa.gov

DCNR Unpaid Internships

MONROE

BUREAU OF STATE PARKS

Tobyhanna State Park
Tobyhanna, PA
GIS, Environmental Education, Recreational Programming, Invasive Species, and Daily Park Operations (including job shadowing of: Park Ranger, Clerk Typist, DCNR Ranger, all Maintenance on-site, etc.) ENVIRONMENTAL EDUCATION, PARKS MANAGEMENT, RECREATION MANAGEMENT

SOMERSET

BUREAU OF STATE PARKS

Laurel Hill State Park
Somerset, PA
Boundary Maintenance, GIS Mapping, Resource Management, Invasive Species. GEOGRAPHICAL INFORMATION SYSTEMS (GIS), RECREATION MANAGEMENT, SURVEYING
TWO OPPORTUNITIES AVAILABLE.

Environmental Education and Public Relations. The focus of this internship will be on promoting park events and activities through social media and advertising while working with local tourism partners to support programs and activities throughout the Laurel Hill State Park Complex.

Laurel Hill State Park
Somerset, PA

COMMUNICATIONS, ENVIRONMENTAL EDUCATION, HOSPITALITY MANAGEMENT

VENANGO

BUREAU OF STATE PARKS

Oil Creek State Park
Oil City, PA
Environmental Education, Park Management

ENVIRONMENTAL EDUCATION, ENVIRONMENTAL RESOURCE MANAGEMENT, PARKS MANAGEMENT

Contact Info:
Liz Martinec
(717) 783-8732
emartinec@pa.gov

DCNR Unpaid Internships

■ CORRECTIONS

How to Apply: Any potential intern should contact Paulette Smartschan at 717.728.5331. You can also contact Chris Albright.

■ EDUCATION

Opportunities: Interns for the Department of Education are filled on an as needed basis. If interested contact Diana Hershey at dihershey@pa.gov

■ EMERGENCY MANAGEMENT

Opportunities: Please check with PEMA for any internships. A potential intern should contact Charlotte Toomey, HR Director at 717-651-2109.

■ ENVIRONMENTAL PROTECTION

Opportunities: DEP typically offers Engineering, Scientific and Technical Internships for students who are currently enrolled full-time in a bachelor's degree or advanced degree program, have completed their freshman year, are in good academic standing, and are Pennsylvania residents or are attending a Pennsylvania college or university. Internships are typically available statewide.

Acceptable majors include Agronomy, Biology, Chemistry, Earth Science, Ecology, Engineering (Air, Chemical, Civil, Electrical, Environmental, Mechanical, Mining, Nuclear, Sanitary), Environmental/Natural Science (Environmental Studies, Environmental Resource Management), Geology, Information Technology, Meteorology, Microbiology, Physics, and Soils Science. Other majors will be reviewed on a case-by-case basis. Typically the major would need to be considered qualifying for our full-time positions in order to be accepted. A combination of 24 credit hours of study in the physical, biological and environmental sciences, regardless of the major, may be qualifying. Students can apply as described for us to determine eligibility.

Deadline: March 1, 2015

How to Apply: Students need to complete the online application and have their college registrar complete and submit the Academic Verification Statement (AVS). Students applying for a paid internship must also complete and submit the State Work Study Program (SWSP) form. Students applying for an unpaid internship for college credit must submit a letter or memo from their college dean or professor indicating that completing an internship is a requirement of the degree program. Students applying for an unpaid internship without college credit must submit a letter of recommendation from their college dean or professor indicating that the internship will provide a valid supplement or enhancement to the student's studies in their degree program.

The AVS form, the SWSP form and the School and Major (Program of Study) codes needed for the SWSP can be found through links on our internship page here: <http://www.portal.state.pa.us/portal/server.pt/community/employment/13766/internships/607957>

Students who meet the eligibility requirements can apply for a paid or unpaid Summer internship by visiting DEP's website at <http://www.portal.state.pa.us/portal/server.pt/community/employment/13766/internships/607957>.

Questions regarding DEP internships can be directed to: DEP-Internships@pa.gov

■ GAME COMMISSION

Opportunities: The Game Commission did not have any summer internship programs available at the time of this printing.

■ HEALTH

Opportunities:

- To gain an understanding of how the Department of Health interacts with other state agencies and the PA General Assembly in regards to legislation and its impact on public health.
- The Office of Legislative Affairs (OLA) serves as liaison between the Department and the General Assembly. The office assists in developing proposed legislation and in promoting health-related initiatives of the administration. Also, it works with members of the legislature, responds to inquiries on behalf of their offices and their constituents, and explains and promotes Department programs and policies.

Schedule of Experiences:

- Exposure to the operations of State Government by working as a team member in the OLA

Specific tasks will include:

- Attending legislative hearings
- Edit and review Annual Reports for the Department and various Bureaus
- Assist in the review and editing of testimony
- Reviewing legislation and movement of legislation to committee, floor, etc.
- Bill analysis, review and input to the Department's Policy Office
- Answering phone and email inquiries from elected officials and staff members
- Assist in the preparation of mailing and outreach efforts
- Meet with deputies and directors to learn about the policies and programs at the Department
- Participate in meetings at the Department as well as meetings involving the General Assembly
- Assist with Vital Records function to include the issuance of birth and death certificates

Outcomes will include:

- An understanding of the operations of a state agency
- An understanding of the operations of the PA General Assembly
- Work as a team member in the Office of Legislative Affairs
- Learn to prioritize tasks and manage daily work schedule
- Ability to research inquiries from legislative offices in a professional manner
- Development of work-skills in a professional office environment

Supervision and Monitoring:

- Participate in daily updates on issues (team meetings)
- Weekly planning meeting
- Mid-semester evaluation
- Final evaluation at the completion of the semester
- Work with the supervisor regarding the development of a health-related class project paper

Internship is under the guidance and oversight of:

- Will Freeman, Legislative Specialist; Neil Malady, Legislative Director

How to Apply: For more information or to apply, contact:

Will Freeman
Executive Office, Room 806, Health and Welfare Building
625 Forster Street, Harrisburg, PA 17120
8:30 a.m. to 5:00 p.m. – Monday through Friday
(717) 783-3985

■ HISTORICAL & MUSEUM COMMISSION

Opportunities: The Pennsylvania Historical Museum and Commission is now accepting applications from students who are interested in applying for the 2015 Keystone Summer Internship Program.

Deadline: ASAP

How to Apply: Please send two copies of each item to ra-phmcinterns@state.pa.us

Students, please send the following:

- The 2015 Keystone Internship Application (attached)
- Resume
- Essay
- Letter of recommendation
- Transcripts

See next 3 pages for additional information

Pennsylvania Historical & Museum Commission
Internship Program Application

() **Keystone Unpaid Summer Internship** and/or () **Fall/Spring Semester Unpaid Internship**

NAME

Last First Middle

PERMANENT ADDRESS

Number & Street

City State Zip

Telephone Number (home) E-mail Address

Telephone Number (cell, other) Date of Application

COLLEGE INFORMATION

College Name

Your College Address Number and Street (if different from permanent address)

City State Zip

Year in School Anticipated Graduation Date

Major Degree Sought GPA

College you will be attending after Internship

When are you available for interviews?

Are you planning to Earn Credit for Your Internship Yes No

If so, name of your supervising faculty member E-mail

Pennsylvania Historical & Museum Commission Internship Program Application

PROGRAM AREAS

What PHMC program areas (examples-- Archives, Archaeology, Architecture, Collections Management, Exhibit Design, Historic Sites/ Museums, Historic Preservation, Policy/Programming/Administration, Research) are of most interest to you?

1. _____

2. _____

3. _____

If these choices are unavailable, are you willing to work in another program? Yes No

List your preferences for where you wish to serve your internship—Harrisburg or specific museums or historic sites

1. _____

2. _____

3. _____

Are you willing to accept any placement location? Yes No

SCHEDULING

The Keystone Unpaid Summer Internship program begins Monday, May 18 and continues to Friday, August 7, 2015.

Deadline to submit application and paperwork is ASAP.

Are you available to work all of these 12 weeks? Yes No

If no, when would you **NOT** be available? _____

How many hours or days per week will you work? _____

If you are applying for the Fall/Spring Semester Unpaid Internship Program, what weeks are you available?

How many days or hours per week will you work? _____

OTHER

Tell us how you found out about the PHMC Internship Program: _____

SIGNATURES

Applicant Signature

Date

Faculty Signature

Date

Faculty Name & Title

E-mail

NOTE: The signature of a faculty member verifies that the applicant is a student in good standing. If the applicant **plans to earn credit** for the internship, the supervising faculty must sign to indicate his/her willingness to supervise the internship. If the student **does not plan to earn credit**, the faculty advisor or other member of the student's major department may sign. If your school program has intern guidelines, please attach a copy.

**Pennsylvania Historical & Museum Commission
Internship Program Application**

Questions or comments should be directed to: ra-phmcinterns@state.pa.us

APPLICATION CHECK LIST

Materials sent by applicant to PHMC:
(Submit **TWO** copies of each)

	Application Form
	Essay
	Most Recent Transcript
	Current Resume
	Letter of Recommendation

Materials sent by Faculty to PHMC:
(Submit **ONE** copy only)

Application deadline is **ASAP**.

**Please return completed form and all support documentation to:
Internship Program,
Pennsylvania Historical & Museum Commission,
300 North Street, Harrisburg, PA 17120-0024**

Or Email to: ra-phmcinterns@state.pa.us

Deadline for submission is ASAP.

■ HUMAN RELATIONS COMMISSION

Opportunities: PHRC has interns year-round, most are legal interns. Some are placed through Penn State and Temple's Capitol Semester. Requirements vary according to the position. Legal interns are in Pittsburgh, Harrisburg or Philadelphia. Administrative, educational outreach or communications interns are in Harrisburg only.

How to Apply: Those interested should email phrc@pa.gov and express their interest. An application will be sent to those interested.

■ HUMAN SERVICES

Opportunities: Internship opportunities are available.

How to Apply: <http://www.dhs.state.pa.us/employment/index.htm>

■ INSPECTOR GENERAL

Opportunities: On a continuous basis, the Office of Inspector General looks to recruit qualified college students to serve as Investigative and Information Technology Interns to assist in meeting the agency's mission as well as to help students gain experience. The internships are unpaid positions and last for the length of the student's semester. Depending upon school requirements and case assignments, interns will usually work between 20 and 40 hours per week. To accommodate students, internships are available during fall, spring, and summer semesters.

Deadline: January Start – November 30 Deadline
May Start – March 31 Deadline
August Start – June 30 Deadline

How to Apply: Contact Tiffany R. Welcome at twelcome@pa.gov or 215.560.1519
To guarantee a prompt start to an internship and to give ample time to interviewing and background checks, it is important for interested students to supply a resume, personal data sheet, and internship application to the Internship Coordinator by the application deadline.

■ LIQUOR CONTROL BOARD

Opportunities: Paid internships are offered, but are subject to availability within specific offices and bureaus. All information for LCB internships is listed on the LCB's website: www.lcb.state.pa.us ("Employment" – "Internships")

If a candidate is interested in being a Government Service Intern (GSI), the appropriate link may

be found on the LCB's website. When the PLCB is contacted by one of its bureau directors for candidates to interview, it opens a requisition with the Commonwealth's Bureau of State Employment, which provides a list of applicants to interview based on the GSI applications submitted.

The PLCB also hires Engineering Scientific Technology Interns (ESTI) throughout the year. Interested candidates can forward resumes directly to the LCB's Bureau of Human Resources for consideration. The LCB typically hires more ESTIs than GSIs throughout the year.

Deadline: ASAP

How to Apply: For information on LCB internships and to learn how to apply, go to www.lcb.state.pa.us – “Employment” – “Internships”.

For GSI internships, go to www.employment.pa.gov and click on "Apply Now".

■ MILITARY & VETERAN AFFAIRS

Opportunities: They offer:

- Wildlife Fisheries Biologist Aides
- Engineering Scientific & Technical Interns

Deadline: ASAP

How to Apply: E-mail ra-dmva-jobs@state.pa.us or contact: DMVA HR Service Center at 717-861-6993.

■ PENNDOT

Opportunities: As in years past, PennDOT will sponsor an extensive Summer Employment Program (SEP) which includes government services interns. The program runs from May through August 2015 to supplement the permanent workforce.

The Government Services Interns are utilized primarily for summer maintenance and sign upgrade services, and they perform laboring duties in maintenance organizations as well as worksites along the highway. In order to be eligible for consideration, candidates must be enrolled as a full-time college student for Fall 2015 and have a valid Pennsylvania Drivers License. The hourly rate is \$12.43. Please note that PennDOT District 6 which includes Bucks, Chester, Delaware, Montgomery, and Philadelphia Counties will not be hiring Government Service Interns for 2015.

Deadline: February 27, 2015

How to Apply: Interested parties should apply online at www.employment.pa.gov under the Student Summer Employment Positions category. The technical support line is (717) 787-5703. All candidates, including those previously employed by PennDOT, must complete the online application to be considered for employment.

■ PROBATION & PAROLE

Opportunities: Must be studying criminal justice, law, or government and completed second year of undergrad or be in law school. Prefer law students for summer.

Deadline: April 1, 2015

How to Apply: www.pbpp.pa.gov – Go to the About the Board Section then to Employment and then Contact HR.

See next 19 pages for additional information

**QUESTIONS & ANSWERS ON STUDENT INTERNSHIPS
WITH THE
PENNSYLVANIA BOARD OF PROBATION AND PAROLE**



PREFACE

The Pennsylvania Board of Probation and Parole (PBPP) has provided both graduate and undergraduate student placement opportunities to over 30 colleges and universities in Pennsylvania. The PBPP is committed to providing students with a unique opportunity to learn about this segment of the criminal justice system. We feel that by offering placements, we are preparing future employees of the criminal justice system and involving community citizens in the correctional process.

Prospective students and their sponsoring educational institutions are asked to review this information in detail when considering a placement with our agency. We feel the foundation for a valuable internship experience is built upon sound communication, preparation, and clear expectations of all those involved in this joint learning experience. This publication is designed to aid prospective students and their sponsoring institutions in considering a placement with our agency.

What is the “philosophy” of The Board in structuring your internship program?

The PBPP will provide the student an opportunity to learn, while it is the student’s responsibility to take advantage of these opportunities. The placement by its nature is not a highly structured experience, but is designed to be flexible to meet the needs of the agency, its offenders, and the individual student. The student will be regarded as a professional person during the placement and will be expected to conduct themselves in an appropriate manner, including being able to identify their own developmental needs, and conducting themselves within the realm of professional ethics.

The student is expected to be an asset to the agency and its offenders, NOT a liability.

Agency staff, with ever increasing workloads, must focus their efforts on serving its offenders. Agency staff cannot afford non-productive diversions that would tax our already limited resources and cost valuable time. In this process there are certain legal and administrative limitations affecting the role and duties of the student intern which will be explained later in this packet.

The PBPP feels student internships can be a valuable asset to the agency, while students receive a practical education in probation and parole work.

What types of placements are available?

Most placements with our agency are in the district and sub-offices working with parole agents and investigators as they perform their normal duties. While the district offices and sub-offices present the most sought after placement experiences, internships are also possible at the central office for students interested in administrative, legal, or research-related placements, and at institutional parole offices. Applications for these internships will be handled on an individual basis between the student and the appropriate bureau director.

Additionally, we will attempt to provide a placement for you in the area you request, although this is not always possible. In completing the Application for Student Internship, students should specify what other areas in which they are willing to work. Any special interest, needs, or limitations should be noted at the time formal application for placement is made.

What types of duties may I be assigned to?

The exact duties a student may be assigned to do will vary depending on their placement within the PBPP.

A. Field Undergraduate Internship Programs

1. Direct Services (Supervision)
 - a. General travel and observation of agents
 - b. Sit-in on group counseling sessions
 - c. Initial interviewing
 - d. Individual counseling

- e. Specialized counseling
 - f. Observation of hearings
2. Direct Services (Investigation)
 - a. Assist agents with classification summary investigations
 - b. Assist with pre-parole investigations
 - c. Observe pre-sentence investigations
 - d. Observe Pardon Board investigations
 - e. Observe investigations incidental to arrest
 - f. Assist with paperwork
 3. Administrative
 - a. Completion of surveys, research, etc.
 - b. Assist agent in relevant surveys and any assigned administrative duties
- B. Office of Policy, Legislative Affairs, and Communications
1. Policy research and analysis of other states efforts regarding prison overcrowding and parole issues
 2. Interns may work with senior staff to update agency procedures
 3. Research and write-up stories on parole activities
 4. Absconder research under the Interstate Compact
 5. Aiding with legislative bill research and analysis
 6. Observe parole hearings
 7. Ride along with a parole agent for a day
 8. Other tasks as assigned
- C. Office of Chief Counsel – Law Clerks
1. Handle document requests
 2. Research and summarize cases and statutes
 3. Memorandum writing
 4. Assisting with administrative appeals
 5. Additional assignments as the attorneys may assign
- D. The Harrisburg Internship Semester “THIS”
1. Office of Chief Counsel
 - a. Ride along with an agent
 - b. Observe parole hearings
 - c. Attend trials/hearings as scheduled
 - d. Update publications in law library
 - e. Pull central office files as needed
 - f. Draft responses to administrative appeals, legislative bills, etc.
 2. Office of Policy, Legislative Affairs, and Communications
 - a. Legislative inquiries

- b. Bill analysis
- c. Policy issue research project
- d. Attend various meetings

E. Sexual Offenders Assessment Board

- 1. Research
- 2. Assisting clinical directors with studies
- 3. Work with investigators
- 4. Accompany investigators in the field
- 5. Attend legislative hearings
- 6. Observe offender interviews
- 7. Observe sex offender board members during assessments

In all instances the student will report to an agency supervisor or an agency-assigned field instructor. This staff member will be responsible for providing necessary guidance and support during the course of placement and agency orientation.

The duties assigned to the student are made at the discretion of their agency supervisor. These determinations are made based on an assessment of local needs, resources, and capabilities of the agency and the student. Prior to the placement, the student should communicate with their assigned agency supervisor their overall expectations and objectives associated with their placement in addition to the special requirements or expectations of their sponsoring educational institution.

Due to the sensitive nature of the work, all prospective interns will be required to submit to a background check prior to the PBPP offering an internship.

What are the qualifications and expectations associated with my internship?

A. Field Undergraduate Internship Programs

- 1. Students should be pursuing a course of study related to the field of criminal justice or human services.
- 2. Students must be juniors or seniors in good academic standing.
- 3. Students must be available to work 30-35 hours a week minimum
- 4. Required Essential Functions:
 - a. Quickly get into and/or out of a vehicle in response to an emergency situation.
 - b. Stand continuously for extended periods of time.
 - c. Walkup/down steps to visit offenders or other parties.
 - d. Walk continuously for extended periods of time.
 - e. Be able to run/jog continuously for a minimum of five minutes.

B. Office of Policy, Legislative Affairs, and Communications

1. Interns must be a graduate or law student and have an interest in criminal law or state policy formation
2. Interns will be required to work the equivalent of full-time (4-5 days per week) during the summer or a minimum of 2 half days during the fall or spring semesters when they are enrolled in classes full time.

C. Office of Chief Counsel Law Clerks

1. Legal interns are recruited through a coordinated effort between the Office of General Counsel and the Office of Chief Counsel.

D. The Harrisburg Internship Semester "THIS"

1. Students are recruited from throughout the state by a group of fourteen faculty campus coordinators and are placed through the Pennsylvania State System for Higher Education.
2. Students must have earned at least 45 undergraduate college credits and maintain a minimum 3.0 cumulative grade point average.

E. Sexual Offenders Assessment Board

1. Students must be studying psychology, criminal justice or similarly related fields and be in good academic standing.

How do I apply for placement?

All students seeking a placement with the PBPP are required to complete the Application for Student Internship. We actively encourage the supervising professor or designated placement coordinator from your education institute to screen the application prior to your submittal to assure timely coordination and support.

The PBPP must be given the opportunity to review any administrative or other requirements placed upon the PBPP by your sponsoring institution. The applicant must inform the PBPP of any requirements at the time of application. The PBPP retains the right to disapprove an application for internship if the PBPP feels these requirements are not in the best interest of the agency.

It is preferred that undergraduate internship candidates submit their applications at least two months prior to when they would be available to start and internship. Submittals that do not allow for this time may be delayed.

The original application is to be sent to the internship coordinator at the central office and a copy is to be sent to the applicable district director in the area where placement is desired. In the event more than one location is being requested, this should be clearly indicated on the application along with order of preference, with separate forms going to all districts involved. Proper procedures for special types of internships may be secured by contacting the internship coordinator listed in the back of this booklet.

If additional copies of the Application for Student Internship are needed, prospective interns are encouraged to make photocopies prior to filling out the attached Application for Student Internship, also additional copies may be secured by contacting an agency office or the internship coordinator.

Once the completed application is received, it will be screened, and a determination will be made regarding the desired placements. A personal interview and background check will be required before any perspective intern's acceptance is finalized. Furthermore, at this time, it is important for both the agency and the student to understand the mutual expectations so that a productive learning experience will result. Any questions or problems should be resolved prior to accepting the placement.

After initiating an application, students are requested to immediately advise the agency of any changes in their personal information in order to assure that the process goes as smoothly and quickly as possible. If there are any questions regarding the status of the application or other questions, the internship coordinator should be contacted.

What criteria are used in accepting a student for placement?

In addition to adequate academic preparation, a high degree of maturity is an essential prerequisite for placement with a law enforcement agency such as the PBPP. The following criteria should be taken into account when considering prospective interns:

- A. Students considered for internships should be pursuing a course of study related to the field of criminal justice or human services.
- B. Undergraduate interns must be juniors or seniors in good academic standing.
- C. Interest in the field, maturity, and initiative are characteristics necessary for placement with the agency.
- D. Logistical considerations should be given to transportation, potential interruptions in work schedule, lodging arrangements, etc.
- E. A background check will be made on all applicants. Any criminal arrests and/or convictions may result in the requested placement being denied.

What about part-time placements?

Part-time student placements of less than 30 to 35 hours a week are usually discouraged. This is due to the logistical and scheduling problems that may have an adverse effect on the overall quality of the placement. However, each situation is reviewed individually and is contingent upon the approval of the district director.

What about part-time employment or course work?

The parole agent's job consists of uncertain work hours with properly supervising the offender being the first priority. Therefore, the PBPP discourages student interns from making other outside commitments (i.e. classes and/or part-time employment scheduled

on days while in placement). Careful review by the intern coordinator and your supervisor should take place before approving such arrangements.

Will I be paid or receive compensation for my expenses?

Under most placement situations, the agency shall not reimburse the student for any transportation, lodging, or subsistence expenditures; nor is it able to provide any stipends or reimbursement to either student or school.

Situations where expense reimbursements to students seem warranted will be handled on an individual basis subject to the prior review and approval of the director of the Office Administrative Services. These situations will be limited to expenses incurred as a result of assigned duties furthering the agency's immediate interests. Specific guidelines in this regard are impractical and are subject to the variables of each placement and the duties assigned. After approval is given, the student may submit an expense voucher subject to the same guidelines and procedures that apply to regular employees.

Student interns are not permitted to operate state vehicles. Only properly licensed Commonwealth employees to whom the vehicles are assigned or dispatched shall operate Commonwealth vehicles.

Insurance Coverage . . . What happens if I am injured or involved in any type of litigation as a result of my placement?

In view of our agency's commitment to the use of student interns, coupled with the potential risks associated with our mission, certain issues relative to personal and/or agency liability require clarification.

The Commonwealth has no insurance to cover an intern in situations where they may be exposed to risk or injury, nor is the Commonwealth empowered to seek such, or to cover such exposure.

If an act of negligence committed by a student intern resulted in a suit brought against an employee of this agency, the Commonwealth would assume the employee's defense; unless it was determined the employee did not act in good faith or acted outside the scope of his/her duties. There will be no response to a claim or suit against the intern and the Commonwealth will not represent or indemnify any interns in such situations.

It is very important that the student and their sponsoring educational institution understand these provisions and limitations.

When and where should I report?

On the first day of placement, unless otherwise instructed, you should report at 8:30 a.m. to the office where you were assigned. After that, in most cases, your supervisor (or district director) will establish an ongoing schedule exposing you to a variety of the day-to-day activities of parole agents. If you desire any special activities, you should speak with your supervisor regarding its timeliness and feasibility.

The supervisor is responsible for providing an overview of the agency process. He/she will be available to answer questions regarding your internship within the agency and will be responsible for the overall coordination of the placement experience.

What will be my work hours?

Normal agency hours as coordinated with a supervisor. If you are a field/undergraduate intern, the agent to whom you are assigned will be working beyond “normal” working hours. This overtime work is often unexpected, particularly if an emergency or crisis situation arises. Therefore, the student must be flexible in terms of the time commitments for it may not be feasible to transport the student back to the office or meeting location at the planned time.

Where will I be working?

Interns may be working anywhere within the area covered by the office to which you are assigned. The PBPP is primarily a field service organization with most of the agent’s functions taking place in the field. In most areas, especially rural areas, agents report to their respective office only one day a week. Therefore, many students will be asked to meet their assigned agents at a predetermined location away from the office en-route to his/her caseload responsibilities.

What should I do if I am sick and unable to report to work?

The student should immediately contact their supervisor and cancel any arrangements for the particular day. If your supervisor is not available, their supervisor should be contacted. Failure to do this may result in wasted time for an agent by leaving them waiting for the student to meet them.

Should I have transportation available

All students accepted for placement must have transportation available since it is the student’s responsibility to provide transportation to and from the office they are assigned to, or to meet their supervising agent at a predetermined location. The agency supervisor should be consulted regarding specific expectations.

How about dress and grooming?

Once accepted, the student is considered an agency representative. Student interns should dress according to the situation. If coming into contact with various public officials (i.e. court room judges or attending PBPP hearings), more formal attire is necessary. For males, a suit and tie is appropriate, while females may need to wear a dress or suit. The PBPP requires the student to be neatly and appropriately groomed at all times while in placement. Furthermore, your assigned supervisor will be able to elaborate on the specific requirements for your placement.

What about conducting research and studies while on placement?

The PBPP welcomes the objective examination of its efforts and is continually trying to find ways to improve its operations, though the student is asked to follow various guidelines in doing research or independent studies.

First the student should discuss the project topic, scope, and methodology for any proposed research with the agency supervisor. Assistance may then be offered in helping the student structure the study to be consistent with the availability of information and can possibly suggest additional resources. It must be realized that while the case folders and other offender-related data are available for review by students they can only be used for educational purposes. As the PBPP is bound by strict rules of confidentiality, so will the student. Student's will need to agree to sign a confidentiality agreement. Absolutely no information, written or verbal, may leave the agency or folder regarding offenders without the specific approval of the agency supervisor.

In addition, the student should not discuss specific cases and their identifying data with anyone outside the agency for it may prove to be damaging to the offender.

Students will also be required to provide the agency with copies of any papers or other reports they develop as a result of this experience. This material should be forwarded to the Training Division for inclusion in the agency library after it is reviewed at the local level.

What about evaluations?

The agency supervisor will be responsible for completing any performance evaluations required by your school.

What happens if there are problems, complaints, or grievances?

Any questions or other matters requiring clarification relative to student internships may be directed to the intern coordinator within the Training Division.

Similarly, if problems are encountered in conjunction with a particular placement or program of a participating college/university, which cannot be resolved at the "local" level, they should be brought to the immediate attention of the Training Division. We will attempt to resolve the problem and/or bring the matter to the attention of the involved parties, making appropriate program modifications so future problems can be averted.

Inquiries and Additional Information

The preceding information is designed to answer some of the more common questions posed by students. It is the hope of the PBPP to further enrich your education experiences while continuing to improve the quality and quantity of services to the offender and community

Should you have any further questions, or desire additional information, please feel free to contact:

PA Board of Probation and Parole
Bureau of Human Resources
Attn: Intern Coordinator
1101 S. Front Street, Suite 5600
Harrisburg, PA 17104-2522
Phone: 717-787-5699 ext. 253
Fax: 717-772-4197

Below is a list of the district offices, their related sub-offices, and a listing of counties supervised by each office where student's may apply to work at for their internships.

Western Region Office

North Shore Sub-Office
1121 West North Avenue
Pittsburgh, PA 15233
Phone: 412.880.0235

Altoona District Office

Cricket Field Plaza
1304 7th Street – Rear
Altoona, PA 16601
Phone: 814.946.7357

Erie District Office

221 East 18th Street
Erie, PA 16503
Phone: 814.871.4201

Mercer District Office

P.O. Box 547
Creekside Office Complex
Suite 102
8362 Sharon-Mercer Road
Mercer, PA 16137
Phone: 724.662.2380

Butler Sub-Office

207 Sunset Drive - Suite 1
Butler, PA 16001
Phone: 724.284.8888

Franklin Sub-Office

1272 Elk Street
Franklin, PA 16323
Phone: 814.437.7531

Pittsburgh District Office

133 Penn Circle West
Pittsburgh, PA 15206
Phone: 412.645.7000

Beaver Falls Sub-Office

600 Sixth Street
Beaver Falls, PA 15010
Phone: 724.847.5575

Greensburg Sub-Office

333 Harvey Avenue
Suite 100
Greensburg, PA 15601
Phone: 724.832.5369

Mon-Valley Sub-Office

335 Fifth Avenue
McKeesport, PA 15132
Phone: 412.664.5320

North Shore Sub-Office

1121 West North Avenue
Pittsburgh, PA 15233
Phone: 412.442.5840

Central Region Office

1101 South Front Street
Suite 5950
Harrisburg, PA 17104
Phone: 717.787.5699

Allentown District Office

2040 South 12th Street
Allentown, PA 18103
Phone: 610.791.6157

Reading Sub-Office

State Office Building
633 Cherry Street
Reading, PA 19602
Phone: 610.378.4331

Harrisburg District Office

1130 Herr Street
Harrisburg, PA 17103
Phone: 717.787.2563

Chambersburg Sub-Office

630 Norland Avenue
Chambersburg, PA 17201
Phone: 717.491.1038

Lancaster Sub-Office

635 Union Street
Lancaster, PA 17603
Phone: 717.299.7593

York Sub-Office

785 Vogelsong Road
York, PA 17404
Phone: 717.812.0263

Scranton District Office

430 Penn Avenue
Scranton, PA 18503
Phone: 570.963.4326

Williamsport District Office

450 Little League Boulevard
Williamsport, PA 17701
Phone: 570.327.3575

Eastern Region Office

2630 North 13th Street
Suite 100
Philadelphia, PA 19132
Phone: 215.560.6594

Chester District Office

701 Crosby Street – Suite C
Chester, PA 19013
Phone: 610.447.3270

Norristown Sub-Office

1961 New Hope Street
Norristown, PA 19401
Phone: 484.250.7580

Philadelphia District Office

2630 North 13th Street
Suite 100
Philadelphia, PA 19132
Phone: 215.560.6594

Philadelphia Northeast Division

1318-24 W. Clearfield Street
Philadelphia, PA 19132
Phone: 215.965.2700

Philadelphia County Wide Division

2630 North 13th Street
Suite 200
Philadelphia, PA 19132
Phone: 215.560.2082

Philadelphia West Division

5828-38 Market Street
Philadelphia, PA 19139
Phone: 215.560.6261

Philadelphia Northwest Division

2630 North 13th Street
Suite 200
Philadelphia, PA 19132
Phone: 215.560.4685

**APPLICATION FOR STUDENT INTERNSHIP
WITH
THE PENNSYLVANIA BOARD OF PROBATION & PAROLE**

In order to help structure a meaningful placement, all students requesting an internship with the agency must complete all sections below:

I. Student Information

Name: _____

Address: _____

Phone number: _____

Cell phone number: _____

E-mail address: _____

Please indicate when the best time to reach you is: _____

II. Education

Current educational institution: _____

Major: _____

Expected date of graduation: _____

Grade point average

Major: _____

Cumulative: _____

Please indicate standing at time of project placement (circle most recently completed year)

Undergraduate: Freshman Sophomore Junior Senior

Graduate: 1st year 2nd year 3rd year

Please specify any additional qualifications, including vocational and education experiences you may have: _____

III. Sponsoring Educational Institution Information

Institution's name: _____

Department: _____

Supervisor's name: _____

Mailing address: _____

Phone number: _____

IV. Placement Information

Specify office location desired: _____

Desired starting date: _____

Desired completion date: _____

Please circle your answer below

1) Are you requesting a full-time placement? Yes No

If no, please specify the days and hours desired: _____

2) Will you be employed/taking classes during this placement? Yes No

If yes, specify days, times and location: _____

3) Will you have access to a car during placement? Yes No

4) Have you applied for other placements with the Board during the period requested? Yes No

If yes, indicate where and preference:

1. _____

2. _____

3. _____

Describe your expectations of this placement and types of experience(s) you desire: _____

List any requirements of limitations affecting placement structure or scheduling, and any special needs of your own or of your educational institution: _____

V. Acknowledgments

I understand:

- a. I will not receive any compensation from the Pennsylvania Board of Probation and Parole.
- b. I assume full responsibility for the risk of bodily injury, death or property damage due to the negligence of the Board, its affiliates and divisions, officers, agents, partners and employees, past and present, collectively or individually, or otherwise while in or upon _____ **(describe office where internship will occur here)**.
- c. I understand that the Commonwealth of Pennsylvania does not provide insurance or cover the exposure to risk for student interns and will not represent me against any claim or suit that is filed against me regarding this internship. This liability exposure is part of the overall educational process for which I (or sponsoring educational institution) am responsible.
- d. I will not use the name or parole number of any client in reports, papers or other academic assignments related to this internship. Also, I will not discuss specific cases and/or their identifying data with anyone outside the Pennsylvania Board of Probation and Parole.

If I am applying for a field undergraduate internship, I further acknowledge that I have read the questions and answers in the Student Internships Booklet and understand the agency's expectation/limitations with regard to placement opportunities.

Student's name (printed): _____

Student's signature: _____

Date: _____

Please detach and complete the application, and the following Authorization to Obtain Information form from this booklet. Send the **original** to the address below. Also, send a **copy** to the district director of the office where you would like to serve an internship.

If placements are requested in more than one district, separate applications must be submitted for each. If you receive no response within a reasonable period of time, or if there are any changes in your request, please contact the district director. A personal interview will be required prior to formal acceptances of the placement.

It is expected that field undergraduate internship candidates submit their applications at least two (2) months prior to when they would be available to start an internship. Submittals that do not allow for this time may be delayed

If you have any general questions or problems, please contact the Intern Coordinator in the Bureau of Human Resources at the address listed below.

PA Board of Probation and Parole
Bureau of Human Resources
Attn: Intern Coordinator
1101 S. Front Street, Suite 5600
Harrisburg, PA 17104-2522
717-787-5699 ext. 253



**PENNSYLVANIA BOARD OF PROBATION AND PAROLE
CONFIDENTIALITY AGREEMENT**

Interns with the Pennsylvania Board of Probation and Parole (Board) will perform a wide variety of tasks which may involve working with confidential or sensitive information. It is improper for an intern to divulge this information for reasons other than those related to their internship at the Board.

I understand that by virtue of accepting an internship with the Pennsylvania Board of Probation and Parole that I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by The Criminal History Record Information Act (CHRIA), 37 Pa. Code §61.2 The Health Insurance Portability and Accountability Act, Act 148 of 1990 (pertaining to HIV status), Pennsylvania Board of Probation and Parole Procedure 4.01.04 section 6, and all privacy protections as set forth by court precedent. I acknowledge that I fully understand that the willful or intentional disclosure by me of this information to any unauthorized person or entity could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or intentional unauthorized disclosure also violates the Board's policy and could in disciplinary action, including termination of my internship regardless of whether criminal or civil penalties are imposed.

Intern's Name (Please Print)

Date Student Intern's Signature

Date Supervisor's Signature

■ PSERS

Opportunities: The Commonwealth uses the Government Services Internship (GSI) classification for the summer intern positions. PSERS utilizes the GSI during the entire school year.

GSI positions within the Commonwealth are paid positions, including the ones hired at PSERS.

The candidate must be a full time college student (carry 12 credits). Depending on the school, there may be a requirement for the total number of hours that must be worked if the internship is being used towards college graduation. Many GSI positions, again, are temporary during the summer and are not counted towards college credit. It is a temporary job during school break.

Positions are located in the field offices and in our Harrisburg Central Office (Bureau of Communications and Counseling only).

Deadline: Candidates can apply at any time through the Bureau of State Employment's website. However, for summer internships, it is highly recommended that college students apply earlier in the year so that their application is on file when an agency is ready to hire summer help (usually in May).

How to Apply: <http://employment.pa.gov/portal/server.pt/community/home/4635>

■ REVENUE

Opportunities: The Department of Revenue utilizes the Government Services Intern and Clerk 2 job titles for summer employment. Most positions are located in Strawberry Square, Harrisburg.

- Government Services Intern (full-time enrollment in a post-secondary education institution for the fall semester. Performs a variety of functions based on bureau assignment). \$12.43 per hour.
- Clerk 2 Intern (performs customer service functions in our Taxpayer Service and Information Center). \$14.23 per hour.

How to Apply: Please submit your application on the Bureau of State Employment website to be considered for this great opportunity.

1. Go to www.employment.pa.gov
2. Click on Job Opportunities on the right side of the page.
3. On the second page of positions click on Student Summer Employment Positions or on the first page of positions click on Clerical Support positions.
4. Click on Apply and complete the application following the instructions provided.

You can apply under both categories to expand your opportunities.

The Department of Revenue will request a list of qualified candidates from the Bureau of State Employment, and we will contact you for an interview.

■ SERS

Opportunities: SERS has no plans to offer paid or unpaid internships over the summer months other than the ongoing Investment Intern program.

The SERS Investment Internship program provides students with an opportunity to gain real world investment exposure and experience in a top-ranking pension plan which is one of the nation's oldest and largest statewide retirement systems for public employees.

The SERS Investment Office is responsible for recommending, implementing, and managing the agency's Investment Fund assets. Management of assets includes performing investment research, implementing new investment strategies, monitoring investment performance, and ensuring external investment managers adhere to guidelines. Additional information on the agency's investment program can be found by clicking on the "Investments" link at the top of the home page of SERS' website, www.SERS.pa.gov.

SERS Investment Interns work out of the agency's Harrisburg, Pennsylvania headquarters location. Interns must be available to work a minimum of 15 hours a week during normal business hours during the Fall, Spring, or Summer semester. There is flexibility with the days and times worked, but a set schedule must be agreed upon and adhered to for the duration of the internship.

Intern assignments may include:

- Monitoring cash flow and preparing cash forecasting reports and liquidity schedules
- Maintaining databases
- Preparing materials for board meetings
- Performing qualitative and quantitative analysis of investment managers' performance
- Monitoring investment managers to ensure guideline compliance
- Assisting with analysis of the portfolios for various asset classes

Intern eligibility requirements (must meet all requirements):

- Enrolled at an accredited college or university
- Working toward a bachelor's or master's degree in Business Administration, Economics, Finance, International Business, Investment Management, or related field
- Will earn college credit for the internship
- Overall GPA of 3.25 or higher
- Available to work a minimum of 15 hours a week during the course of a semester
- Available to work between the hours of 7:30 AM and 5:00 PM

Salary and benefit information:

- Investment Interns currently earn \$12.43/hour
- Interns are not eligible for any Commonwealth benefits

Deadline: ASAP

How to Apply: Contact Wendy C.H. Davis, Recruitment and Placement Officer
E-mail: wendavis@pa.gov
Phone: 717-783-8085

■ STATE, DEPARTMENT OF

Opportunities: The DOS does generally have legal interns; however, it is all coordinated through the Office of General Counsel.

Aside from unpaid interns, agencies will have the opportunity to sponsor paid Finnegan Interns this year. The link below provides additional information about the program.

<http://finneganfoundation.org/internship.html>

Deadline: ASAP

■ STATE POLICE

Opportunities: Opportunities for internships with the PSP are very limited. Please note, the Pennsylvania Management Associate Program and the Human Resource Management Trainee Program are administered by OA, not the PSP.

There are two internships available this year through the Laboratory Internship Program.

- SSD
- DNA

SSD Qualifications

- Must be currently enrolled at a college or university in a FEPAC accredited forensic program and have completed their junior year of study.
- Must have 12 college credits in chemistry, have maintained a GPA of 3.0 and be in good standing with their academic institution.
- Must be available to participate in the 2015 Internship program from June 1 to July 31, 2015.
- Must successfully pass background check, credit check and interview process.

DNA Qualifications

- Must be currently enrolled in a graduate program at a college or university in a FEPAC accredited forensic program.
- Must have 12 college credits in chemistry, have maintained a GPA of 3.0 and be in good standing with their academic institution.
- Must be available to participate in the 2015 Internship program from June 1 to July 31, 2015.
- Must successfully pass background check and interview process.

The internship announcement and applications are sent to the Internship Coordinator for the Forensic Program within each FEPAC school. They disseminate the information and "filter" the applications prior to returning them to the PSP. The announcement and application will not be found on a website.

How to Apply: For more information, <http://www.psp.pa.gov/employment/Pages/Interns-Associates-and-Trainees.aspx#.VNEYI2ko6Uk>

■ TURNPIKE COMMISSION

Opportunities: The Pennsylvania Turnpike Commission is accepting applications for its summer employment program for 2015. The program runs from May 1st through September 30th. There will be positions available in Fare Collection, Maintenance and administrative offices across the Pennsylvania Turnpike.

To be eligible for employment, applicants must meet the following criteria:

- Be at least eighteen (18) years of age or have completed a secondary education program such as high school or GED prior to their starting date of employment:
- Be currently enrolled in, or accepted to, a post-secondary educational program such as a college or trade school for the upcoming summer or fall semester.

CEO Intern Fellows Program for Diverse Groups:

The Pennsylvania Turnpike Commission will also be conducting the 2nd annual Chief Executive Officer's (CEO) Intern Fellows Program for Diverse Groups. This program will place up to 10 individuals in positions at the Commission's Central Administration Building with a particular emphasis on positions within the fields of math & science.

Deadline: ASAP

How to Apply: Interested individuals should complete a summer employment application online at www.paturndpike.com under "Employment/CEO intern Program".