

OFFICE OF U.S. SENATOR LISA MURKOWSKI
2025 COLLEGE INTERN COORDINATOR APPLICATION

U. S. Senator Lisa Murkowski
522 Hart Senate Office Building
Washington, D.C. 20510-0203
(202) 224-6665

OVERVIEW

U. S. Senator Murkowski's high school intern coordinator program is an opportunity for college students to intern in our Washington, D.C. office to provide support to staff in the oversight of the high school intern program.

Two college level Intern Coordinators supervise the Intern program and coordinate various planned events in and out of the office. College Intern Coordinators will live in a shared dormitory room and help lead the day to day activities of the high school interns. We expect a high level of maturity and professional responsibility from our college and high school interns. The ability to take direction and meet deadlines is key. **Please be aware that we have a zero tolerance policy for alcohol and drug use.**

WHO MAY APPLY

College intern coordinator positions are open to Alaskans who have completed their sophomore year of college. Alaskan students attending college outside of Alaska may apply.

QUALIFICATIONS

We are looking for independent and mature applicants who will take the initiative to make the most of their opportunity in Washington, D.C. College intern coordinators **MUST be over 21 years of age. The ability to relate well with others is an important attribute.**

WHEN

The session for intern coordinators runs from May 27 – August 1, 2025.

ACTIVITIES

Office hours are from 9:00 a.m. to 6:00 p.m. Professional business attire is required for all interns though non-session days are business casual.

Office activities include assisting the Intern Director with coordination of daily assignments, directing the attendance of hearings and committee business meetings, and accompanying the interns during their daily routine. Intern coordinators will act as chaperones in and out of the official office and will be expected to provide constant communication to the Intern Director.

College Intern Coordinators will accompany the high school interns to committee hearings, educational tours and local events. Past events have included visits to the White House, The National Zoo, Smithsonian Museums, monuments and many more.

EXPENSES

College Intern Coordinators will be housed in double rooms with kitchenettes in The Congressional, a property of Washington Student Intern Housing (WISH). They are responsible for providing their own bedding, including towels, sheets, pillows, and comforters. However, most furniture and dishes including pots, pans, plates, and utensils are provided.

College Intern Coordinators are responsible for the cost of housing. Housing will cost \$5,060.00 (double occupancy) per intern for the session, payable by the intern **before** their arrival. While the housing is costly, the location of WISH and the kitchenettes lowers the daily expenses for the interns considerably.

Interns will be required to pay for transportation to and from Washington D.C. Travel plans will be coordinated with the Intern Director in Senator Murkowski's office.

A Metro DC subway card will be provided by the office to use for the duration of the internship. However, WISH housing is one block away from the Hart Senate Office so interns will walk to work. Transportation including but not limited to: Uber, Lyft, bike rentals, bus tickets, etc. will be the responsibility of the college intern. College interns can plan on spending approximately \$25/day on food. However, interns can significantly lower the cost of food by purchasing groceries and using the kitchenettes in their rooms.

SALARY

Interns will be paid a stipend of \$5,000 per month. Payments are received in two-week installments on the 5th and the 20th of the month, following the interns' first day in the office. This stipend is subject to applicable taxes.

The stipend is paid out of the office budget and will help defray costs incurred from housing and air travel. However, college interns must come financially prepared for their daily expenses.

It is important that interns budget ahead of time how much money they will have available for extracurricular activities and not rely on their paychecks.

ELIGIBILITY

All college interns are considered employees of the U.S. Senate and will be issued appropriate identification. In order to be eligible for employment by the U.S. Senate you must:

1. be a United States citizen; or
2. be lawfully admitted for permanent residence and seeking citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B).

Original government issued identification will be required upon hiring, such as U.S. Passport, Social Security Card, or Driver's License. No copies will be accepted per law. If

you are not a U.S. citizen please contact Senator Murkowski's Washington D.C. office to verify your eligibility.

HOW TO APPLY

The attached application must be received by 11:59p.m. (AKST) on Monday, **March 24, 2025**. Online applications are preferred due to the extensive mailing process in the U.S. Senate. **Any applications submitted past the deadline will not be considered.**

**U.S. Senator Lisa Murkowski
Attn: Intern Director
522 Hart Senate Office Building
Washington, D.C. 20510-0203
Angelina_Burney@murkowski.senate.gov**

Applicants will be notified of selection in mid-April. Additional applications or information can be obtained from www.murkowski.senate.gov, or by calling Senator Murkowski's Washington, D.C. office at (202) 224-6665 (Attn: Intern Director, Angelina Burney).