Illinois Department of Labor: Legislative Internship

Street Address: 900 S. Spring St., Springfield, IL 62704

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Agency Contact: Sara Meek, Legislative Liaison

How should students contact this agency? Email

How should students submit cover letters and resumes? Email

General Description of agency or business
The Illinois Department of Labor is an agency under the Governor’s office, which enforces over 20 labor laws. The mission of the Department is to promote and protect the rights, wages, welfare, working conditions, safety and health of Illinois workers through enforcement of the state labor laws, to safeguard the public through regulation of amusement rides, and to ensure compliance with all other labor standards.

Internship or Job Description
Legislative Affairs Internship
- Track legislation relating to the Department of Labor
- Assist with drafting of position papers and fact sheets on legislation
- Respond to constituent inquiries from legislators’ offices
- Attend House and Senate floor debates and committee hearings on session days
- Assist with drafting of administrative rules
- Will work closely with the Department’s legislative liaison

Basic student learning anticipated
Working for our agency will give a student broad experience in the legislative process. We work with many government agencies, elected officials and private-sector interest groups. Additionally, a student will have the opportunity to learn state government processes.

Hours per week: Approximately 20

Number of weeks: 20-23
Position Available: Spring

Unpaid

Date 12.14.12