



2023-24 Thomas R. Wolanin Congressional Internship

Applications due: September 29, 2023

Position Summary: The Thomas R. Wolanin Congressional Internship provides individuals in the first generation of their families to graduate from college with an opportunity to observe the federal policy-making process first-hand and participate in that process. The internship program was established by COE and the family of Thomas R. Wolanin in memory of the champion of student financial aid and college access.

Primary Responsibilities: Researching legislation; attending and summarizing meetings, briefings, and hearings; drafting talking points and memos; and supporting Committee staff.

Qualifications:

- Applicants must be first-generation students who have completed their baccalaureate degree within the past five years;
- Must have participated in one of the Federal TRIO Programs at either the pre-collegiate or undergraduate level;
- A keen interest in public policy and the desire to work towards expanded college opportunity;
- Strong written and oral communication skills;
- Ability to work in a fast-paced environment;
- Strong critical thinking and problem-solving skills;
- Ability to work both independently and collaboratively; and
- Strong computer skills, including proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook).

Stipend: This is a full-time position for 4- to 4-1/2 months. COE provides a stipend of \$2,700 monthly, round-trip travel to and from Washington, DC, and a \$1,500 housing allowance. COE also covers costs for any post-internship presentations regarding the experience.

Timing of the Internship: The timing of the internship may vary from year to year depending on the Congressional calendar and the intern's availability, but for the 2023-24 cycle, it is likely to begin in January 2024. Before placement in a Congressional Office, the intern will spend three to four weeks at the Council for Opportunity in Education to receive an introduction to the policy process. After the internship, COE expects the intern to complete a written summary of the experience and make one or more presentations about the internship to TRIO educators or students.

Application Process:

- A staff member of a TRIO program must nominate each candidate for the Wolanin internship.
- The candidate must also submit a letter explaining their interest in policy and the internship, transcripts, and a letter of support from a faculty member.
- Applications are due before **Friday, September 29, 2023**; COE will notify applicants of their status on or about November 17. COE will finalize the scheduling of the internship at that time. COE is responsible for securing the internship placement.

With questions, please contact Holly Hexter at holly.hexter@coenet.org or (202) 744-8646.