

2024 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.

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

2023-24 THOMAS R. WOLANIN CONGRESSIONAL INTERNSHIP PROGRAM

Application Deadline: September 29, 2023

First Name	Middle Initial	Last Name
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Current Address

City	State	Zip Code
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Date of Birth	Phone Number	E-mail Address
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Name of TRIO Program(s) in Which You Participated (i.e. Upward Bound, Talent Search, EOC, SSS, or McNair)

Name of TRIO Project Director Nominating You

Address of TRIO Project

City	State	Zip Code
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Telephone Number	Fax Number
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Permanent Address

City	State	Zip Code
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Name of Your Congressional Representative

Academic Information

College or University Attended

Major Field of Study	Grade Point Average	Date of Graduation
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Please list any coursework relating to education, government, public policy, or related areas:

Please list any university or community activities particularly related to education, government, politics, or related areas:

Please list the name, address, and telephone number of three references, two of whom must be academic (professor or academic advisor):

First Name	Last Name
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Address

City	State	Zip Code
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Phone Number	Fax Number	E-mail Address
First Name	Last Name	
Address		
City	State	Zip Code
Phone Number	Fax Number	E-mail Address
First Name	Last Name	
Address		
City	State	Zip Code
Phone Number	Fax Number	E-mail Address

Additional Items for Submission:

1) Resume

Resumes should include the following:

- a. Educational background
- b. Relevant work experience
- c. Extracurricular activities, honors, awards
- d. Any additional skills, such as level of foreign language competency
- e. Computer skills (PC, Macintosh, and corresponding language competency)

2) College transcript (official)

3) Personal statements

- a. How did your participation in a TRIO program help you to get into and/or persist in college?
- b. What is the most pressing public policy issue for your community?

Each statement should be between 250-500 words.

4) Letter of recommendation from TRIO Director

5) Letter of recommendation from faculty member/academic advisor (outside TRIO program)

THIS STATEMENT CERTIFIES THAT ALL OF THE INFORMATION THAT I HAVE SUBMITTED TO THE THOMAS R. WOLANIN CONGRESSIONAL INTERNSHIP PROGRAM IS AN ACCURATE REPRESENTATION OF MY CREDENTIALS.

Signature of Applicant

Date

Completed applications must be scanned and emailed to holly.hexter@coenet.org by September 29, 2023. Official transcripts may also be sent electronically, or mailed to COE, Attn: Holly Hexter, Thomas R. Wolanin Internship Program, 1025 Vermont Ave. NW, Suite 400, Washington, D.C. 20005.