

Session Intern Role

Overview

The Senate Budget & Evaluation Office (SBEO) typically has an opportunity during each Legislative Session for an intern to help support the work of our Program Analysts whom help serve our various Senate Appropriations subcommittees. At this time, our Senate subcommittees are organized around budget policy in Agriculture, Community Health, Criminal Justice, Economic Development, Education, Fiscal Management, General Government, Higher Education, Human Development, Insurance, Judicial, Natural Resources, Public Safety and Transportation.

Interns will be part of a team-oriented, collaborative environment that focuses on budget-related research, evaluation, and analysis as well as the development of the budget for the State of Georgia. The intern will report to the Deputy Director of SBEO. All job functions are located at the State Capitol in Atlanta, Georgia; the position requires no travel. The incumbent should be available to work full-time hours.

The Senate Budget and Evaluation Office was created during the 2003 Session and legislation formally creating the office was passed in 2008. The purpose of the office is to give the Senate the independent capacity to develop the annual budget for the State of Georgia and to evaluate the programs comprising the state budget. The mission of SBEO is to support an informed, policy-driven budget process. The Office is committed to producing an accurate and transparent budget document and to the development of accurate, objective, timely, non-partisan, and thorough budget and policy analysis for the Georgia State Senate.

Additional information about the SBEO can be found at <http://www.senate.ga.gov/sbeo>

Responsibilities

The intern will be responsible for the following tasks. We hope that prospective candidates take careful consideration of all noted expectations and how their strengths and experience would be a good fit prior to applying for this role:

- **Appropriations Bill Support**
 - Carefully proofreading any draft document sections as assigned, and reporting issues to SBEO management
 - Generating copies of bills and other documents during multiple phases of the appropriations process
- **Budget Development, Review and Evaluation**
 - Executing assignments when needed in data/information gathering or analysis
 - Experiencing any personal development activity that will grow knowledge about a policy area or areas as well as the general process and technical details of budgeting
 - Tracking legislation during session that has upcoming budget implications for state agencies
- **Internal Operations**
 - Arrive consistently at scheduled time, and be available to work from 8:30AM – 5:00PM Monday through Friday from early January through mid-April
 - Answer and direct all incoming phone calls as well as greet guests
 - Assist with posting of meeting notices

- Communicate and coordinate with SBEO leadership and other analysts
- Productively use Microsoft Office Suite of products
- Maintain and protect office equipment (including PC/laptop) and furniture
- Dress in professionally appropriate business attire
- Demonstrate professional behavior at all times, which also includes respecting others and valuing diversity
- Consistently check email and voice mail during office hours
- Adhere to office policies as stated in the Policy Manual
- Other duties as assigned

Minimum Requirements

- Desire or goal in developing more knowledge about public budgeting and finance
- Demonstration of aptitude in attention to detail
- Familiarity with and ability to create and manipulate spreadsheets and databases
- Proficiency with Microsoft Office software

Compensation

- Hourly rate may depend upon directly-related experience, or be controlled by the Georgia Legislative Intern program if formally applying through the University System of Georgia's program application process
- Relocation assistance will not be provided

Application Process

We typically begin taking a closer look at our prospective candidates around October and November. Please send the following information combined in one attached file to Brent Churchwell, Deputy Director at brent.churchwell@senate.ga.gov.

- Cover letter explaining why your experience and education makes you a competitive candidate for this internship
- Resume

Due to the volume of submissions of interest, we will be in contact only with those selected for further discussion. If there is a vacancy and you are selected for more assessment and an interview, transcripts will be requested of the applicant.