



PROGRAM OVERVIEW

The Kansas Adjutant General's Public Affairs Office, offers unpaid training opportunities to students actively pursuing a college degree in mass communication and/or journalism fields. The program allows you to explore career options as well as develop your personal and professional skills. As a student volunteer, you will be exposed to the Federal work environment and will learn about the missions and responsibilities of the various Federal and State agencies and departments that work together under the Adjutant General's Department.



AVAILABLE POSITIONS

Student volunteers are involved in professional projects and work activities related to public affairs, journalism and media development. Currently there are three open positions for each fall, spring and summer semesters. The positions are; a print/photo journalists, a broadcast journalist, and a multi-media design specialist. Each position will be working extensively with the Adjutant General's Public Affairs Office and the Joint Force Headquarters Visual Information Office.

Public Affairs Assistant

As the Public Affairs Assistant your responsibilities may include;

- Developing news releases and feature articles for publication and media consumption.
- Gathering data on public reaction to communication campaigns for analyses and evaluation.
- Evaluating local media programming to identify potential public relation issues with message content or format.
- Aid in scheduling and coordinating media worthy events across the state.

Electronic Journalist Assistant

As an Electronic Journalist Assistant your responsibilities may include;

- Photo, video, audio acquisition of newsworthy and important events.
- Editing assets into final products in order to relay public affairs messages.
- Fulfilling media inquiries and requests by attaining appropriate photo, footage or soundbytes.
- Posting final products to social media sites and agency website.
- Monitoring social media activity

Multi-Media Design

As an Multi-Media Design Specialist your responsibilities may include;

- Creating graphics and overlays to support mission functions.
- Design posters, pamphlets and fliers.
- Create webpages and other online products.
- Produce large format print fabrications for display at public events.
- Aid in layout and design of Agency newspaper.

PROGRAM LENGTH

Most interns will work for the duration of the semester in which they apply. Dependent on the amount of credit hours you take through your educational institute, will determine the amount of hours you will work during the week (not to exceed 20 hours per week). Work schedules are flexible and will be built after your in-processing day.

BENEFITS

WHAT BENEFITS CAN YOU EXPECT?

**A Student Internship can enrich your future.
Some of the benefits include:**

- Career exploration early in your academic studies.
- Exposure to new and emerging occupations and professions.
- Academic credit for the work you perform. (Dependent upon your academic institution.)
- Work experience which will enhance your ability to obtain better jobs in the future.



ELIGIBILITY



You are eligible to participate as a Student Volunteer Intern if you:

- are enrolled (at least half-time) at an accredited college, or other educational institution;
- have a 2.8 GPA minimum;
- are actively pursuing a degree in journalism, mass communication, media or related field;

HOW TO APPLY

HOW DO YOU BECOME A STUDENT VOLUNTEER?

If you are interested in becoming a student volunteer:

- Fill out the application form below
- For further questions, contact;

JANE WELCH OR MARK HANSON
(785)274.1190 (785)274.1032

WHAT ARE THE DEADLINES FOR APPLICATION?

Applications must be received by the following dates:

- August 1 for Fall Semester
- January 1 for Spring Semester
- May 1 for Summer Semeste



**KANSAS ADJUTANT GENERAL'S DEPARTMENT
PUBLIC AFFAIRS / MEDIA INTERNSHIP PROGRAM APPLICATION**

In order to be considered for an internship, you must submit a signed and completed application form along with a cover letter and your resume. All application items must be submitted as a complete package. Incomplete applications will not be reviewed.

Which Internship are you applying for?

Public Affairs

Electronic Journalist

Multimedia Design

What semester are you applying for?

Fall

Spring

Summer

What is your student status?

Undergraduate

Graduate

Other: _____

What is your major? _____

Name: _____

School Address: _____

Permanent Address: _____

School Telephone Number: _____ Permanent Telephone Number: _____

E-mail Address: _____

Are you requesting that your college grant you credit hours for your internship?: _____

Current GPA: _____

EDUCATION:

Type of School	Name and Location	Degree/Date	Major
High School	_____	_____	_____
College	_____	_____	_____
_____	_____	_____	_____

Scholastic Honors, Licenses, Certificates: _____

EMPLOYMENT HISTORY: (includes paid, volunteer, and intern positions)

Most Recent Employer: _____ Phone #: _____

Address: _____

Supervisor (Name & Title): _____ May We Contact: _____

Position Title: _____ Start Date: _____ End Date: _____

Description of duties: _____

Employer: _____ Phone #: _____

Address: _____

Supervisor (Name & Title): _____ May We Contact: _____

Position Title: _____ Start Date: _____ End Date: _____

Description of duties: _____

REFERENCES:

Name: _____ Telephone Number: _____

Company/School: _____

Relationship: _____ Known how long? _____

Name: _____ Telephone Number: _____

Company/School: _____

Relationship: _____ Known how long? _____

Name: _____ Telephone Number: _____

Company/School: _____

Relationship: _____ Known how long? _____

ADDITIONAL:

Publications and Articles: _____

Community organizations, honors, awards: _____

Other activities relevant to the internship: _____

Why would you like to work as an intern for the Adjutant General's Department? _____

I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not considering me or for my dismissal.

Signature: _____ Date: _____

Eligibility: A candidate must be a graduate student; an undergraduate student; or have graduated from college within 12 months of beginning the internship. Must have at minimum a 2.8 GPA and must have or be working towards a degree in Mass Communication, Public Affairs, Journalism or other related field to Mass Media.

General Information: Interns are expected to work between 10 and 20 hours a week during an 8 to 12 week internship period. Internships are offered during the Summer, Fall, and Winter/Spring semesters. Interns may receive academic credit if an agreement is made between the Kansas Adjutant General's Department and the intern's college or university. All interns are subject to the applicable Adjutant General's Department employee rules and regulations.

Application Procedures: Candidates must complete an application form and submit it with their cover letter and resume. All application items must be submitted as a complete package. Incomplete applications will not be reviewed.

Application Deadlines: Fall program: applications must be postmarked August 1; Winter/Spring program: applications must be postmarked by January 1; Summer program: applications must be postmarked May 1

Mail or Fax Applications to: Kansas Adjutant General's Department
Public Affairs Office
ATTN: Jane Welch
2800 SW Topeka Blvd
Topeka, KS 66611
Fax – 785.274.1622