



ILLINOIS STATE BOARD OF ELECTIONS INTERNSHIP PROGRAM

The Illinois State Board of Elections is excited to offer internship opportunities to qualified college students, recent graduates (within 12 months) or graduate students. Interns from all majors and interests are encouraged to apply. References and contacts gained through work as an intern can be helpful when securing future employment or admission to future programs of study. Internships will be paid at the rate of \$10.00 per hour. The SBE will work with students to provide educational opportunities that will meet college requirements. The SBE will work with the student's advisor or department chair to help the intern receive academic credit for the internship.

Interns will be working with professional staff as part of a skilled team. Interns will be expected to participate in agency projects as well as day-to-day operations. The State Board of Elections is committed to providing learning opportunities and career-enhancing experiences to participants of the internship program.

Duration

Internships will follow the typical academic semester. Students will be required to work 8-12 hours a week unless special arrangements are made with the intern program coordinator during special projects or assignments. The SBE will work with interns to create a flexible schedule that is mutually beneficial to the intern and agency.

Deadline for Application

Summer (June - August)

May 1, 2018

Eligibility

The internship program is open to qualified college students, recent graduates (within 12 months) or graduate students. All majors and interests are encouraged to apply. Interviews will be conducted. Internships will be available in the Springfield office and Chicago office of the State Board of Elections. The intern selected for the Chicago office will work specifically with the Office of the General Counsel.

Internships could include assignments from the following divisions:

- **Administrative Services**- Principal responsibilities are personnel program and policies, fiscal programs and ancillary management services
- **Campaign Disclosure**-Responsible for monitoring and enforcing the Campaign Financing Act. Staff reviews all reports filed with agency and attempts to keep all governed by the Act in compliance with the law and rules
- **Office of the Executive Director**-Provides general supervision over the operation of business of the Board and its equipment, facilities, employees and consultants in accordance with rules and regulations of the Board and as otherwise directed by the Board

- **Legislative Affairs**-Responsible for initiating Board approved legislation, analyzing all proposed election related legislation, and supporting the position of the Board in all election related legislation through direct involvement in the legislative procedures
- **Election Operations**- Responsible for candidate petition filings, canvassing the votes following an election, preparing agency publications, development of all internal and external election training programs
- **General Counsel**-Responsible for providing legal counsel to the State Board of Elections
- **Voting and Registration Systems**-Responsible for approval of voting systems in use in Illinois, preparation and conduct of pre-election tests of voting systems

The State Board of Elections requires all employees sign a partisan political party activity waiver. Interns will be required to sign the waiver and adhere to the law if selected for internship.

1A-13. No employee of the State Board of Elections including the executive director and assistant executive director shall engage in any partisan political activity whatsoever, except to vote at elections, nor shall such person contribute, either financially or in services or goods or any other way, to any political party, candidate or organization engaged in political activity. No employee of the Board shall become a candidate for nomination for, or election to, or accept appointment to any public office. Whoever violates any provision of the Section shall be deemed to have vacated his position and shall be discharged. NO such person shall be thereafter rehired unless the State Civil Service Commission, upon appeal, finds that this Section has not been violated by such person.



ILLINOIS STATE BOARD OF ELECTIONS APPLICATION FOR INTERNSHIP

INSTRUCTIONS

1. Write a one page essay explaining your interest in participating as an intern with the SBE
2. Complete the application form (attached)
3. Attach a current resume and include 3 personal references
4. Complete the background check authorization form (attached)
5. Complete Partisan Waiver (attached)
5. Mail, Email or deliver the entire packet to:

Illinois State Board of Elections
Attention: Amy Kelly, Assistant to the Executive Director
akelly@elections.il.gov
2329 South MacArthur Blvd.
Springfield, IL 62704
(217) 782-1536

Application Due Date

<p><u>Summer</u> <u>Internship</u> May 1, 2018</p>

All inquiries or questions regarding this application or the SBE Internship Program may be directed to Amy Kelly at (217) 782-1536 or akelly@elections.il.gov

The Illinois State Board of Elections is an equal opportunity employer. The Board considers all applicants without regard to race, color, religion, sex, national origin, sexual orientation, age, marital or veteran status, or the presence of nonjob related medical condition or disability.

Illinois State Board of Elections

Street Address: 2329 South MacArthur Blvd., Springfield, IL 62704

Phone number: 217.782.1536 **Fax number:** 217.782.5959

Email Address: akelly@elections.il.gov

Agency Contact: Amy Kelly, Assistant to the Executive Director

How should students contact this agency? Email, Phone

How should students submit cover letters, resumes and application packet? Email, Fax, or Deliver

The SBE is an independent state agency that was provided for by the 1970 Illinois Constitution to supervise the registration of voters and the administration of elections throughout the State.

Job Description: Election Specialist Internship (Springfield Office), Legal Internship (Chicago Office)

- Petition filing procedures for candidates seeking to be placed on the ballot for the General Election, November 2018
- Objection procedures of candidate petitions
- Ballot Certification

Basic student learning anticipated

Working with our specialized staff, students will be provided experience in the administration of an election from the beginning of candidate petition filing through certification of ballot prior to the General Election, November 2018.

Hours per week: 8-12 (additional hours upon approval)

Number of weeks: 12

Position Available: June, 2018

Paid- \$10.00 per hour

Updated: March, 2018



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The Illinois State Board of Elections is an equal opportunity employer. It is our policy that all applicants be considered solely on the basis of qualifications and ability, without regard to race, religion, color, sex, age, national origin, or disability.

I am applying for:

Preferred location:

Fall

Winter/Spring

Summer

Chicago

Springfield

Personal Information:

First Name:

Last Name:

Middle Initial:

Address:

City:

State:

Zip Code:

Email:

Phone:

Education:

Name and location of college/university:

Dates attended:

Major and Minor Course of Study:

Graduate: Yes

No

Degree Received:

I hope to receive college credit for this internship: Yes

No

I certify that all the information submitted by me on this application and the accompanying documents is true and complete. I also understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected, or my internship may be terminated at any time. In consideration of my internship, I agree to conform to any rules and regulations set forth by the Illinois State Board of Elections.

Signature of Applicant _____ Date:

I endorse this application for internship at the SBE

Signature of Advisor _____ Date:

Advisor Contact Information:

Phone:

Email:

ILLINOIS REVISED STATUTES:

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I certify that I have read carefully, understand and shall adhere to all of the provisions of the above Act.

Applicant/Employee Signature

Date



Illinois State Board of Elections Internship Program

AUTHORIZATION FOR BACKGROUND CHECK

I, _____, authorize the State of Illinois, Illinois State Police to conduct a complete background investigation on myself, including, but not limited to the following; personal information, criminal background, and driver's license history.

Last Name

First Name

Middle Name

Social Security Number

Driver's License and/or State I.D. #

State Issued

Signature

Date