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State Of Utah Internship Undergraduate Program 2025 In US

Description

The **State of Utah Internship Undergraduate Program 2025** provides college students with hands-on experience in state government operations. This internship allows students to work closely with professionals in various state agencies, gaining valuable insight into public service, policy-making, and administrative functions.

Responsibilities

- Assist with research, data analysis, and policy development in assigned departments.
- Support administrative tasks such as documentation, filing, and correspondence.
- Participate in meetings, workshops, and networking events with state officials.
- Contribute to special projects and initiatives aligned with state priorities.
- Draft reports, memos, and presentations for internal and public use.
- Perform other duties as assigned by supervisors within the designated agency.

Qualifications

- Currently enrolled as an undergraduate student in an accredited college or university.
- Minimum GPA of 3.0 or higher (preferred).
- Interest in public administration, policy, law, business, or related fields.
- Authorization to work in the United States.

Experience

- Prior internship experience in government, nonprofits, or related sectors (preferred but not required).
- Experience in research, report writing, or administrative support is beneficial.

Skills

- Strong written and verbal communication skills.
- Ability to analyze data and conduct research effectively.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Excellent organizational and time-management abilities.
- Ability to work both independently and as part of a team.
- Strong attention to detail and problem-solving skills.

Job Benefits

- Hands-on experience in state government operations.

Hiring organization

State Of Utah Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Salt Lake City, Utah, United States, 84101,, Salt Lake City,, Utah,, United States,

Working Hours

8

Base Salary

10

Date posted

February 8, 2025

Valid through

24.02.2026

- Networking opportunities with professionals and policymakers.
- Potential academic credit (subject to university approval).
- Professional development and mentorship.
- Possible stipend or hourly wage, depending on the department.

How To Apply

Interested candidates should submit the following:

1. A completed online application through the official **State of Utah** careers portal.
2. An updated resume outlining academic and extracurricular activities.
3. A cover letter detailing interest in public service and career goals.
4. A copy of the latest academic transcript (unofficial is acceptable).