

Office of the Illinois State Treasurer  
Position Description

**Position Title:** Policy Intern  
**Division:** Policy and Programs  
**Domicile:** Chicago

**Position Summary:**

The goal of the Treasurer's Office Internship program is to provide a worthwhile experience to students who are interested in understanding how state government and financial entities can work together to provide important services to the public. The Office of the Treasurer has departments such as civic engagement, communications, information technology, policy, scheduling/advance, legal, portfolio investments, unclaimed property and investment operations that will offer a hands-on opportunity to understand how a Constitutional Officer and their staff perform their day to day job duties.

**Supervision:**

Reports to the Chief Policy and Programs Officer/Director of Policy

**Supervisory Responsibilities:**

N/A

**Duties and Responsibilities:**

- Works with division staff to articulate and define programs, services and initiatives and prepares written materials
- Reviews, researches, and edits various memoranda and white papers regarding policy, programmatic changes, and initiatives
- Develop effective operating systems to assure coordination of special projects and long-term assignments that are difficult, highly important, and diversified in scope
- Assist with creation of specialized communication and correspondence activities
- Assist with daily office activities as assigned
- Performs other duties as required or assigned which are reasonably related to the duties enumerated above

**Specific Skills:**

- Reliable and detailed oriented, excellent organizational aptitude
- Positive "can-do" attitude and strong overall work ethic
- Work well with others in a team environment
- Ability to multi-task and focus a time-sensitive environment
- Exceptional written and verbal communication skills
- Ability to maintain satisfactory working relationships and communicate effectively with all levels of staff and the general public
- Experience in public policy or economics
- High level of proficiency in Microsoft Office applications, including Word, Excel and PowerPoint; working knowledge of GIS, STATA, or other analysis software a plus

**Policy Intern Learning Objectives**

**Upon completion of this internship, you will have learned:**

- Best practices in policy research
- The importance of engaging and communicating with stakeholders