

IOWA LEGISLATIVE INTERN PROGRAM

The Iowa House of Representatives is pleased to offer an unpaid Legislative Intern Program, in which a college student can work for a Legislator or Caucus office during the Legislative session. If your school allows you may also be able to earn college credit while assisting the Legislator or office. The hours vary depending on your Legislator or office and being flexible to work those hours is paramount to your experience and success.

In accordance with House Rule 20A: A member may appoint one or more intern who shall register with the chief clerk. Only one legislative intern per member of the house is allowed on the floor of the house at any one time. By rule the intern must register with the chief clerk who shall go directly to and from the seat of their assigned representative or to be seated in the perimeter seating area.

Application Process:

The application process is located online and all applications must be submitted by the first day of session for the year in which they are hired. The Legislative session runs from the 2nd Monday in January for either 110 days in odd years or 100 days in even years. In the application you will need to list which Legislator or office you will be working for. Typical hours would be Monday afternoon, Tuesday-Thursday 8 am to 5 pm and no Capitol work on Fridays. During the application process, you will be required to include one professional letter of recommendation or two professional references. Be sure to include a cover letter and your resume.

Equipment:

Interns provide their own laptops if required by their Representative to do any computer work. The Legislature has WiFi in the building for the public if needed. No laptop is provided.

Dress Code:

No jeans are allowed on the house floor. Business professional attire for all, including a tie or coat is required for men. Interns receive an "INTERN" name tag but not a personalized name tag.

Capitol Access:

As this is an unpaid position, an intern does not receive an employee badge. The intern must go through security each time they enter the building. Parking is available around the building, there are no reserved parking spots.

Required Training:

All Interns are required to attend the Harassment Prevention Training offered with the House of Representatives before they can work in the chamber. Email about training will go out in December.