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State Of Kansas Internship Undergraduate Program 2025

Description

The State of Kansas Internship Undergraduate Program provides undergraduate students with a hands-on learning experience in various state government departments. This program is designed to develop professional skills, provide insight into public service careers, and foster leadership and civic engagement.

Responsibilities

- Assist with research, data analysis, and report preparation.
- Support department projects and initiatives under supervision.
- Participate in meetings, workshops, and training sessions.
- Draft correspondence, presentations, and policy documents as needed.
- Collaborate with state employees on various public service projects.
- Perform administrative tasks and provide general office support.
- Engage in community outreach and stakeholder engagement activities.

Qualifications

- Must be currently enrolled in an accredited undergraduate program.
- Minimum GPA of 3.0 on a 4.0 scale (preferred).
- Strong interest in government, public policy, administration, or related fields

Experience

- Prior internship, volunteer, or work experience in public service, administration, or related fields is a plus but not required.
- Experience with research, writing, or community engagement is beneficial.

Skills

- Strong written and verbal communication skills.
- Analytical and problem-solving abilities.
- Ability to work both independently and collaboratively.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Strong organizational and time management skills.
- Adaptability and eagerness to learn new concepts.

Job Benefits

- Hands-on experience in a professional government setting.
- Networking opportunities with state officials and professionals.
- Skill development and career advancement resources.
- Potential academic credit (subject to university approval).
- Competitive stipend (if applicable).

How To Apply

Hiring organization

State Of Kansas Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Topeka, KS, United States, 66603,,
Topeka,, KS,, United States,

Working Hours

8

Base Salary

10

Date posted

August 27, 2026

Valid through

18.02.2026

Interested candidates should submit the following:

1. A completed application form (available on the State of Kansas website).
2. A current resume highlighting education, skills, and relevant experience.
3. A cover letter explaining interest in the program and career goals.
4. An official or unofficial academic transcript.

[Job Vacancies Portal Here:](#)