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State Of Maine Summer Internship Undergraduate Program 2025

Description

The State of Maine Summer Internship Undergraduate Program provides students with an opportunity to gain hands-on experience in state government, develop professional skills, and contribute to public service. Interns will work in various state agencies and departments, supporting projects that enhance government operations and serve Maine residents.

Responsibilities

- Assist in research, data analysis, and project management within assigned departments.
- Support administrative tasks, including documentation, correspondence, and reporting.
- Collaborate with government officials and staff to enhance department operations.
- Participate in policy development, program evaluation, and community outreach efforts.
- Attend training sessions, networking events, and professional development workshops.
- Prepare and present findings, reports, or recommendations as needed.
- Perform other duties relevant to the assigned internship position.

Qualifications

- Must be currently enrolled as an undergraduate student in an accredited college or university.
- Must have completed at least one year of college coursework by the start of the internship.
- Must be legally authorized to work in the United States.
- Strong interest in public service, government operations, and policy development.

Experience

- Previous internship, volunteer, or work experience in a related field is preferred but not required.
- Experience with research, data analysis, customer service, or administrative tasks is beneficial.

Skills

- Strong written and verbal communication skills.
- Ability to work independently and collaboratively in a professional environment.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant software.

Hiring organization
State Of Maine Internship

Employment Type
Intern

Duration of employment
6 Months

Industry
Government Administration

Job Location
Augusta, ME, United States, 04333,, Augusta,, ME,, United States,

Working Hours
8

Base Salary
10

Date posted
September 22, 2026

Valid through
18.02.2026

- Excellent organizational skills and attention to detail.
- Problem-solving abilities and adaptability in a dynamic workplace.
- Strong time management and multitasking skills.

Job Benefits

- Hands-on experience in state government and public service.
- Professional development and networking opportunities.
- Competitive stipend for the duration of the internship.
- Exposure to policy-making processes and government operations.
- Potential academic credit (subject to university approval).

How To Apply

Interested candidates should submit the following application materials:

- A resume highlighting academic achievements, work experience, and skills.
- A cover letter detailing interest in the internship and relevant qualifications.
- A transcript (official or unofficial) from the current institution.