

# ADA COUNTY ELECTIONS

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## **Internship Opportunity Announcement Ada County Elections Department Spring 2012**

**Position Title:** Elections Intern

**Duties/Job Description:** Intern will work closely with Ada County Election Specialist to help prepare for the 2012 Primary Election. Responsibilities will include: becoming familiar with and understanding Idaho Elections Code, working with the Idaho Statewide Voter Registration Database, working on projects aimed at recruiting new poll workers for Election Day, understanding voting technology and working with Election Specialist to train poll workers on new laws, coordinating communication with the 1000 poll workers used in Ada County, and other tasks related specifically to the preparation and coordination of Election Day poll workers.

**Hours:** Flexible, minimum of 150 hours total, average of 15-25 hours per week. Must be willing to work occasional Saturday and be available on March 13<sup>th</sup> and May 15<sup>th</sup> to assist with elections. Internship will begin as early as January 30<sup>th</sup> and will end on May 22<sup>nd</sup>.

**Requirements:** Applicants should be either a Junior/Senior Undergraduate or a Graduate Student at Boise State and show an interest in government. Good communication skills, knowledge of Microsoft applications such as Windows XP, Internet Explorer, Word, and Excel are necessary. Applicants should be willing to speak in front of groups of 15-20 people, able to work with Senior Citizens, and capable of completing assigned tasks independently in a timely fashion. Must also be prepared to have fun amidst a sometimes stressful environment. Public Administration, Political Science, Communications, and Education majors are encouraged to apply.

**Compensation:** Hourly rate of \$10.00

**How to Apply:** Please submit cover letter explaining why you are interested in this position, resume including work and volunteer experience, unofficial copy of university transcripts, and sheet listing hours of availability to Shannon Hohl at the Ada County Elections Office.

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**Application Deadline:** January 20<sup>th</sup> @ 5:00pm

**For more information:** For internship specific information please contact Shannon Hohl at 287-6872 or via e-mail. For information about the Ada County Elections office visit [www.adaweb.net/Elections](http://www.adaweb.net/Elections)