

The Thomas R. Wolanin Congressional Internship

Position Summary: The Thomas R. Wolanin Congressional Internship is designed to provide individuals who are in the first generation of their families to graduate from college with an opportunity to observe the federal policy-making process first-hand and to participate in that process.

Primary Responsibilities: Researching legislation; attending and summarizing meetings, briefings and hearings; drafting talking points and memos; and providing support to Congressional staff.

Qualifications:

- Applicants must be first-generation students who have completed their baccalaureate degree within the last five years;
- Must have participated in one of the Federal TRIO Programs at either the pre-collegiate or undergraduate level;
- Must have a keen interest in public policy and the desire to work towards expanded college opportunity;
- Strong written and oral communication skills;
- Ability to work in a fast-paced environment;
- Strong critical thinking and problem-solving skills;
- Ability to work both independently and collaboratively; and
- Strong computer skills, including proficiency in MS Office applications (Word, Excel, PowerPoint, Outlook).

Stipend: This is a full-time, four-month position. A stipend of \$2,700 per month, plus round-trip travel to and from Washington, DC and a housing allowance will be provided.

Timing of the Internship: The timing of the Internship may vary from year to year depending on the Congressional calendar and the Intern's availability. Prior to placement in a Congressional office, the Intern would spend three to four weeks at the Council for Opportunity in Education to receive an introduction to the policy process.

Council for Opportunity in Education
1025 Vermont Avenue, NW; Suite 900
Washington, DC 20005
202-347-7430

www.coenet.org



Application Process:

- Each candidate for the Wolanin internship must be nominated by a current or former staff member of a TRIO program;
- In addition to the application form, the candidate must also submit a letter explaining his/her interest in policy and in the Internship, undergraduate transcripts, a resume, and a letter of support from a faculty member.
- Applications are due by January 31, 2018; the announcement of the first Wolanin Intern will be made in mid-March 2018. At the time, the scheduling of the internship will be finalized. COE is responsible for securing the internship placement.
- Applications may be downloaded from www.coenet.org. For questions, please contact Holly Hexter at holly.hexter@coenet.org or 202-347-7430.

Tom Wolanin



Thomas R. Wolanin, a good friend of first-generation students—and of TRIO—served for nearly two decades as a staff member in the U.S. Congress, where he worked tirelessly to expand student financial assistance and TRIO services. As the staff director for the House Subcommittee on Postsecondary Education chaired by Rep. William D. Ford (D-MI), Wolanin worked with unusual diligence to assure that Members of Congress were well informed about the impact of their decisions on ordinary Americans and that the public had input into policy making.

Even before COE was formally established, Wolanin sought input on the 1980 reauthorization of the Higher Education Act from the organized TRIO associations. As a result, the low-income, first-generation eligibility criteria for TRIO were formally adopted into law during that reauthorization. He later managed the reauthorizations of the Higher Education Act in 1986 (which established the McNair program) and 1992. Wolanin left Congress to become Deputy Assistant Secretary for Legislation and Congressional Affairs in the U.S. Department of Education under Secretary Richard Riley. After leaving the Department, he travelled widely, taught, and wrote extensively on education and public policy. Dr. Wolanin graduated magna cum laude from Oberlin College in 1965 and received a Ph.D in political science from Harvard in 1972. He was the first in his family to attend college.

The Council for Opportunity in Education (COE) is a nonprofit organization whose membership includes more than 1,000 colleges and community-based organization with a particular commitment to expanding college opportunity. COE, which was incorporated in 1981, is the only national organization with affiliates in all 50 states, the Caribbean and Pacific Islands focused on assuring that low-income and first-generation students have a realistic chance to prepare for, enter and graduate from college.

Phone Number	Fax Number	E-mail Address
First Name	Last Name	
Address		
City	State	Zip Code
Phone Number	Fax Number	E-mail Address
First Name	Last Name	
Address		
City	State	Zip Code
Phone Number	Fax Number	E-mail Address

Additional Items for Submission:

1) Resume

Resumes should include the following:

- a. Educational background
- b. Relevant work experience
- c. Extracurricular activities, honors, awards
- d. Any additional skills, such as level of foreign language competency
- e. Computer skills (PC, Macintosh, and corresponding language competency)

2) College transcript (official)

3) Personal statements

- a. How did your participation in a TRIO program help you to get into and/or persist in college?
- b. What is the most pressing public policy issue for your community?

Each statement should be between 250-500 words.

4) Letter of recommendation from TRIO Director

5) Letter of recommendation from faculty member/academic advisor

THIS STATEMENT CERTIFIES THAT ALL OF THE INFORMATION THAT I HAVE SUBMITTED TO THE THOMAS R. WOLANIN CONGRESSIONAL INTERNSHIP PROGRAM IS AN ACCURATE REPRESENTATION OF MY CREDENTIALS.

Signature of Applicant

Date

Completed applications must be scanned and emailed to holly.hexter@coenet.org by January 31, 2018. Official transcripts may also be sent electronically.