



DUNN/MARZULLO YEARLONG FELLOWSHIP

OFFICE OF THE GOVERNOR

DEPARTMENTS

LOCATION

OFFICE OF MANAGEMENT AND BUDGET

Springfield

REQUIREMENTS: Public Administration, Accounting Business Administration Economics, Finance, Political Science; excellent analytical and math skills, knowledge of computers, spread sheets preferred; excellent verbal and written communication skills

DUTIES: Serve as budget analyst in Human Services, Public Safety, Public Aid and Education, Review agency budgets, making recommendations to division Chief on fiscal/policy issues; conduct research on special long-term projects.

Extensive weekend and evening hours are required when Legislature is in session. **

CHIEF OF STAFF

Springfield/Chicago

REQUIREMENTS: Communications; Political Science; Public Policy; excellent analytical, writing and verbal skills, knowledge of computers; good interpersonal skills

DUTIES: Assist with special projects and issues assigned by Chief of Staff; compile information for Governor's briefings; Research and assist with business, financial, regulatory, legislative and policy issues; respond to constituent correspondence **

GENERAL COUNSEL

Springfield/Chicago

REQUIREMENTS: Law office intern experience or strong background in legal studies

DUTIES: Assist Legal Counsel to Governor **

GOVERNOR'S LEGISLATIVE OFFICE

Springfield

REQUIREMENTS: Excellent verbal and written communication skills; strong work ethic; sense of humor; good interpersonal skills

DUTIES: Track legislation; organize information on agency initiatives; attend legislative hearings; draft responses to constituents' and Legislators' letters to Governor;

Extensive weekend and evening hours are required when Legislature is in session.



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OFFICE OF THE GOVERNOR

GOVERNOR'S POLICY STAFF

Springfield/Chicago

REQUIREMENTS: Political Science; Government; Social Work; Sociology; Environment and Natural Resources; Economics; International Business; excellent verbal and written communication skills; good analytical, organizational and Interpersonal skills; computer competence

DUTIES: Serve as assistant to policy staff in the following areas; Education; Health and Human Services; Literacy; Public Safety and General Government; Environment and Natural Resources ** Business and Economic Development; Local Government **

GOVERNOR'S PRESS OFFICE

Springfield/Chicago

REQUIREMENTS: Journalism; Political Science; good writing and interpersonal skills, Public Relations, Communications; knowledge of State Government and current issues facing state; excellent verbal and written communication skills; good grammar and use of English language

DUTIES: Assist press secretary with coordination of press releases, media calls, interaction with the press; handle Governor's correspondence; proclamations; assist with internal archiving, word processing, other duties as assigned. ** Review news coverage, write reports for Governor and staff; write captions, make media calls; compile clips; answer telephones **

GOVERNOR'S SCHEDULING

Springfield/Chicago

REQUIREMENTS: Excellent verbal and written communication skills, positive attitude; self-starter; flexible; good interpersonal skills

DUTIES: Prepare Governor's Briefing Book; track special projects; handle Correspondence and telephone calls **

FEDERAL LIAISON

Washington, DC

REQUIREMENTS: Political Science; excellent communications skills; knowledge of legislative process

DUTIES: Serve as legislative liaison on federal issues; work with agencies to develop state policy positions; monitor legislation **



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OFFICE OF THE GOVERNOR

SPECIAL EVENTS

Chicago

REQUIREMENTS: Excellent communication and computer skills; good interpersonal skills; penchant for details and follow-through. Internet proficiency

DUTIES: Work with consular corps, women's issues, internet; set up meetings; plan receptions; handle correspondence and briefings **

COMMUNITY LIAISON

Chicago

REQUIREMENTS: Excellent communication skills, good analytical, organizational and Interpersonal skills; computer Competence

DUTIES: Serve as assistant to staff for minority and ethnic affairs **

** Other duties as assigned
