

the commonwealth

public service internship program



Intern to Hire in 6 Months!

The CPSI is a flexible path from college internships to rewarding careers in public service. Students who successfully complete a six month internship and graduate with a bachelor's degree will be hired into a full-time position - guaranteed!

Benefits

- Flexible path from internship to employment
- Opportunities available year-round
- Fulfilling career in public service
- Earn \$14.03/hr as an intern
- Opportunities in a wide variety of fields

Eligibility

- Full-time students who have completed at least 65 credits, including 12 credits or a minimum of four courses in their major field of study
- College or university verification to participate
- PA residency required; out-of-state students with current enrollment and PA mailing address are eligible

Why PA

Pennsylvania state government employs people in thousands of different professions, including information technology, finance and accounting, engineering and behavioral and environmental sciences just to name a few.

We offer competitive pay and benefits. State employees also enjoy opportunities for training and development, and can pursue promotions and job growth in a variety of fields. Not only are there thousands of job opportunities, but there are also thousands of work locations across the state.

Apply Now!

Go to www.scsc.pa.gov > Job Seekers > Open Test Announcements > Internships and Summer Employment to learn more about the Commonwealth Public Service Internship Program and submit an application under Test Announcement # 2015-139.

Questions? Contact ra-csinternquestions@pa.gov.

Commonwealth Public Service Internship

See the Opportunities Awaiting You Listed Below & Apply Now!

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<u>Agency</u>	<u>Start Date</u>	<u>Location</u>	<u>Description</u>
PA Commission on Crime and Delinquency (PCCD)	Summer 2016	Harrisburg (Dauphin County) Grants Management	This internship is geared toward Criminal Justice, Human Services, Political Science or other related majors and will offer the intern the opportunity to provide support in administering state and federal grant programs; ensure proper notification of grant-related matters and timely submission of grants; score grant proposals; and prepare materials for subcommittee and Commission meetings.
PA Commission on Crime and Delinquency (PCCD)	Summer 2016	Harrisburg (Dauphin County) Victim's Compensation	This internship is geared toward Criminal Justice, Human Services, Political Science or other related majors and will provide the intern with an opportunity to interact with victims and advocate for their rights and services as provided by law; assist victims in identifying the steps necessary to appropriately address concerns related to the victimization; and extend referrals to reliable community resources.
Department of Conservation and Natural Resources (DCNR)	Summer 2016	Harrisburg (Dauphin County)	This internship, geared towards Parks and Recreation, Landscape, and Environmental Science majors, includes duties associated with parks, trails, rivers and land conservation. Specific duties include understanding the framework of park stewardship and working with grantees to ensure local park investments are protected.
Department of Conservation and Natural Resources (DCNR)	Summer 2016	Emporium (Cameron County)	This internship, geared towards Parks and Recreation and any Natural Science degree majors, will include the completion of a broad range of park stewardship and visitor services duties that will vary by location. Examples of duties include Emerald Ash Borer Management Plan creation and implementation; invasive species treatment; park, beach and concession inspections; environmental education; and interactions with volunteers and partnering organizations.

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Department of Conservation and Natural Resources (DCNR)	Summer 2016	Prospect (Butler County)	This internship, geared towards Parks and Recreation and any Natural Science degree majors, will include the completion of a broad range of park stewardship and visitor services duties that will vary by location. Examples of duties include Emerald Ash Borer Management Plan creation and implementation; invasive species treatment; park, beach and concession inspections; environmental education; and interactions with volunteers and partnering organizations.
Department of Conservation and Natural Resources (DCNR)	Summer 2016	Schellsburg (Bedford County)	This internship, geared towards Parks and Recreation and any Natural Science degree majors, will include the completion of a broad range of park stewardship and visitor services duties that will vary by location. Examples of duties include Emerald Ash Borer Management Plan creation and implementation; invasive species treatment; park, beach and concession inspections; environmental education; and interactions with volunteers and partnering organizations.
Department of Conservation and Natural Resources (DCNR)	Summer 2016	Perkasie (Bucks County)	This internship, geared towards Parks and Recreation and any Natural Science degree majors, will include the completion of a broad range of park stewardship and visitor services duties that will vary by location. Examples of duties include Emerald Ash Borer Management Plan creation and implementation; invasive species treatment; park, beach and concession inspections; environmental education; and interactions with volunteers and partnering organizations.
Department of Conservation and Natural Resources (DCNR)	Summer 2016	Drums (Luzerne County)	This internship, geared towards Parks and Recreation and any Natural Science degree majors, will include the completion of a broad range of park stewardship and visitor services duties that will vary by location. Examples of duties include Emerald Ash Borer Management Plan creation and implementation; invasive species treatment; park, beach and concession inspections; environmental education; and interactions with volunteers and partnering organizations.
Department of Environmental Protection (DEP)	Summer 2016	Williamsport (Lycoming County)	This internship, geared towards Environmental Sciences, Agriculture or Biology majors, will include field verifications of best management practices included in the Chesapeake Bay Model and required plans for farming operations; job shadowing of Water Quality Specialists performing facility permitting; enforcement case activities; and wetlands mitigation projects.

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Department of Environmental Protection (DEP)	Summer 2016	Williamsport (Lycoming County)	This internship, geared towards Environmental Sciences, Agriculture or Biology majors, will include field verifications of best management practices included in the Chesapeake Bay Model and required plans for farming operations; job shadowing of Water Quality Specialists performing facility permitting; enforcement case activities; and wetlands mitigation projects.
Department of Environmental Protection (DEP)	Summer 2016	Pottsville District Office (Schuylkill County)	This internship, geared towards Biology, Geology, Geography and Environmental Science majors, will include permitting activities for underground mines and coal refuse facilities; conducting field investigations relating to the effects of mining activities and coal activities and coal operations on ground/surface water supplies and streams/wetlands and identifying geologic conditions that influence those impacts; preparing geologic reports, maps, charts and illustrations; along with modeling groundwater flow, evaluating the performance of wells, and predicting mine subsidence.
Department of Environmental Protection (DEP)	Summer 2016	California District Office (Washington County)	This internship, geared towards Biology and Hydrogeology majors, will include permitting activities for underground mines and coal refuse facilities; conducting field investigations relating to the effects of mining activities and coal activities and coal operations on ground/surface water supplies and streams/wetlands and identifying geologic conditions that influence those impacts; preparing geologic reports, maps, charts and illustrations; along with modeling groundwater flow, evaluating the performance of wells, and predicting mine subsidence.
Department of Environmental Protection (DEP)	Summer 2016	Harrisburg (Dauphin County)	This internship, geared towards Chemistry and Biochemistry majors, will complete duties associated with receiving and analyzing laboratory samples and data related to environmental testing and in accordance with quality controls. Other duties include assisting with sample retrieval, recording and waste disposal and special projects as needed.
Department of Environmental Protection (DEP)	Summer 2016	Harrisburg (Dauphin County)	This internship, geared towards Chemistry and Biochemistry majors, will complete duties associated with receiving and analyzing laboratory samples and data related to environmental testing and in accordance with quality controls. Other duties include assisting with sample retrieval, recording and waste disposal and special projects as needed.

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Department of General Services (DGS)	Summer 2016	Harrisburg (Dauphin County)	This internship is geared towards graphic design/marketing majors will assist with in-house design of publications such as brochures, annual reports, budget covers, web graphics, posters, flyers, etc.). This will include designing/creating in software such as Adobe Creative Suite - Indesign, Illustrator, Photoshop, Acrobat, and Corel Draw, Microsoft Word, Excel, and PowerPoint.
Department of General Services (DGS)	Summer 2016	Harrisburg (Dauphin County)	This internship provides Computer Science, Information Technology, Business Administration or related majors with an introduction to IT Project Management within DGS's diverse product portfolio. This includes collaborating with various groups of IT system users, assisting with the facilitation of meetings, performing business process analysis, documenting system requirements, and assisting the application development team to release new and enhanced business applications.
Department of General Services (DGS)	Summer 2016	Harrisburg (Dauphin County)	This internship provides Computer Science, Information Technology or related majors with an opportunity to join a small, dynamic team in managing IT services for the Department of General Services. Specific projects will be assigned to support the individual's major and interests in exploring various technology domains, such as: application development, networking, IT security, business analysis, and data analysis and/or project management.
Department of General Services (DGS)	Summer 2016	Harrisburg (Dauphin County)	This internship is geared towards business management and accounting majors. The selected candidate will assist with reviewing and compiling Bureau financials including General and Purchasing Fund programs. They will also assist in analyzing and reporting on other Bureau statistics as well as processing accounts payable and record keeping. As part of these functions, the intern would assist in documenting and redesigning standard operating procedures for all of the processes that they learn.
Department of Health (DOH)	Summer 2016	Harrisburg (Dauphin County)	This internship, geared towards Information Technology majors, will focus on information technology from a customer service perspective. Duties include creating a technology onboarding processes for IT users. Additional duties also involve working with the IT Security Officer and various teams to assist with research projects and career interest initiatives.

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Department of Human Services (DHS)	Summer 2016	Harrisburg (Dauphin County)	This internship, geared towards Business and Public Administration and HR majors, provides exposure to various human resource programmatic functions performed by the Department's Bureau of Human Resources, which include but are not limited to Labor Relations, Classification, Recruitment and Placement, and employee development.
Department of Human Services (DHS)	Summer 2016	Harrisburg (Dauphin County)	This internship, geared towards Accounting and Finance majors, includes duties such as monitoring expenditures and budget development. Interns may also assist with development and/or review of fiscal notes, program revision requests, legislative reviews, advanced planning documents, state spending plan amendments, and state and federal reporting of expenditures.
Department of Human Services (DHS)	Summer 2016	Harrisburg (Dauphin County)	This internship, geared towards Accounting and Finance majors, includes duties such as monitoring expenditures and budget development. Interns may also assist with development and/or review of fiscal notes, program revision requests, legislative reviews, advanced planning documents, state spending plan amendments, and state and federal reporting of expenditures.
Department of Human Services (DHS)	Summer 2016	Harrisburg (Dauphin County)	This internship, geared towards Behavioral Sciences majors, includes assignments designed to develop knowledge and understanding of human services administration through exposure to program functions. Assignments will consist of practical work projects and will vary according to each program but may involve research, analysis and application of agency program objectives, policies, procedures or operations at an introductory level.

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Pennsylvania Insurance Department	Summer 2016	Harrisburg (Dauphin County)	This internship, geared towards Accounting, Auditing and Finance majors, includes duties associated with the Insurance Department's budget process. Interns will develop spending plans and monitor expenditure tracking. Additional duties include monitoring collections, revenues, fund types and running reports.

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Department of Labor & Industry (L&I)	Summer 2016	Harrisburg (Dauphin County)	This internship provides Economics, Statistics, Mathematics, Quantitative Analysis or related majors with an introduction to developing, compiling, and analyzing industry and occupational long term employment projections and short-term forecasts. Associated activities include: compiling, collecting, and analyzing labor force, mass layoff and census data; reviewing pertinent unemployment legislation; conducting research on regional, state, and national and global economies as related to the impact on Pennsylvania's economy; and verifying industry employment, wages, trends, and workforce needs.
Department of Labor & Industry (L&I)	Summer 2016	Harrisburg (Dauphin County)	This internship provides Computer Science, Information Technology, Business Systems or related majors with an opportunity to assist in providing installation, configuration, security management and administrative support within the department. This intern will be involved with activities related to the implementation, maintenance and change control of business applications and integration of third party software products. Specific areas of emphasis include: technical support for application development; assisting with the training of end-users on client/server, web-based, and mainframe platforms; and exposure to enterprise-wide IT applications development.
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Department of Labor & Industry (L&I)	Summer 2016	Harrisburg (Dauphin County)	This internship geared toward Public Administration and Human Resource Management majors provides an HR generalist overview through exposure to a variety of duties including: assisting in investigating and responding to labor relation grievances; developing and implementing employee training programs; conducting classification and organization surveys; assisting in job design analysis; and administering employee benefits programs and systems.
Department of Labor & Industry (L&I)	Summer 2016	Harrisburg (Dauphin County)	This internship geared towards Business Management, Finance, and Accounting majors provides a detailed overview of preparing and implementing the department's budget in accordance with federal and state laws, regulations, and guidelines. Assignments to include: assisting with fiscal year budget analysis; reviewing standard commonwealth purchasing and contracting processes; participating in budget and grant analysis review; and analyzing controls that are in place to properly account for agency funds.
Department of Labor & Industry (L&I)	Summer 2016	Harrisburg (Dauphin County)	This internship within the department's Office of Vocational Rehabilitation is geared towards Business Administration, Finance, Psychology, and related majors and provides a detailed overview of the bureau's role in budget planning, development, and management. Selected intern will also assist with providing staff development opportunities at regional field sites; offering administrative and technical assistance in advocating for people with disabilities; and administering agency-wide programs related to employer services.

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Pennsylvania Liquor Control Board (PLCB)	Summer 2016	Harrisburg (Dauphin County)	This internship will be based in the PLCB's Human Resource office. The intern will assist professional staff with job studies, workforce data gathering and analysis, and other strategic talent management projects.
Pennsylvania Liquor Control Board (PLCB)	Summer 2016	Harrisburg (Dauphin County)	<p>Cyber Security: Working with the PLCB Chief Information Security Officer, the intern would learn strategies, methods and technologies associated with keeping all PLCB systems secure. There would be potential crossover into other functional areas such as communications, application development and point of sale systems.</p> <p>Retail Technology: Working with the PLCB Point of Sale and ERP teams, the intern would learn retail store automation to include register applications, payment technology and back end Oracle ERP systems. In addition, the intern would have insight into the logistics operations to include warehousing and inventory management. Cross functional work would include networking, server administration and security.</p> <p>Project Management: Working with the PLCB Portfolio Manager and other senior IT staff, the intern would learn fundamental project and portfolio management techniques. This intern would gain an understanding of all project management techniques including project planning (using available tools), requirements gathering/management, budgeting and producing usable, valuable work products for effective project and portfolio management.</p> <p>Database Administration: Working with the PLCB Infrastructure Manager, the intern would learn Oracle system database administration and management techniques as they apply to both ERP and non ERP systems. In addition, crossover work would include system security, network and server administration in an onsite hosted and custom infrastructure as a service environment.</p>

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Public School Employees' Retirement System (PSERS)	Summer 2016	Harrisburg (Dauphin County)	<p>This internship is geared towards Business Management, Finance, and Accounting majors provides an opportunity to gain the training and experience required to perform the identification, classification, analysis, and reporting of financial data and journalizing ledger accounts. Selected intern will gain experience in creating fiscal reports; providing daily non-investment cash flow projections to the Office of Financial Management; preparing forecasts of quarterly employer contributions to PSERS' CFO; analyzing payment discrepancies received from school employers; and performing monthly reconciliations of the PNC bank account.</p>

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Department of Revenue (DOR)	Summer 2016	Altoona (Blair County)	This internship provides Accounting majors with an opportunity to assist the Bureau of Audits by performing activities in accordance with the form and substance of the appropriate Tax Audit Manual. Selected interns are responsible for preparing pertinent administrative reports; scheduling audit engagements with taxpayers; examining accounting records to determine compliance with applicable laws; conducting pre-audit conferences under the supervision of assigned auditors; completing audit forms; and drafting associated narratives.
Department of Revenue (DOR)	Summer 2016	Pittsburgh (Allegheny County)	This internship provides Accounting majors with an opportunity to assist the Bureau of Audits by performing activities in accordance with the form and substance of the appropriate Tax Audit Manual. Selected interns are responsible for preparing pertinent administrative reports; scheduling audit engagements with taxpayers; examining accounting records to determine compliance with applicable laws; conducting pre-audit conferences under the supervision of assigned auditors; completing audit forms; and drafting associated narratives.
Department of Revenue (DOR)	Summer 2016	Allentown (Lehigh County)	This internship provides Accounting majors with an opportunity to assist the Bureau of Audits by performing activities in accordance with the form and substance of the appropriate Tax Audit Manual. Selected interns are responsible for preparing pertinent administrative reports; scheduling audit engagements with taxpayers; examining accounting records to determine compliance with applicable laws; conducting pre-audit conferences under the supervision of assigned auditors; completing audit forms; and drafting associated narratives.
Department of Revenue (DOR)	Summer 2016	Harrisburg (Dauphin County)	This internship provides Accounting majors with an opportunity to assist the Bureau of Audits by performing activities in accordance with the form and substance of the appropriate Tax Audit Manual. Selected interns are responsible for preparing pertinent administrative reports; scheduling audit engagements with taxpayers; examining accounting records to determine compliance with applicable laws; conducting pre-audit conferences under the supervision of assigned auditors; completing audit forms; and drafting associated narratives.

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Department of Revenue (DOR)	Summer 2016	Harrisburg (Dauphin County)	This internship provides Accounting majors with an opportunity to assist the Bureau of Audits by performing activities in accordance with the form and substance of the appropriate Tax Audit Manual. Selected interns are responsible for preparing pertinent administrative reports; scheduling audit engagements with taxpayers; examining accounting records to determine compliance with applicable laws; conducting pre-audit conferences under the supervision of assigned auditors; completing audit forms; and drafting associated narratives.
Department of Revenue (DOR)	Summer 2016	Harrisburg (Dauphin County)	This internship provides Human Resources, Business Administration, and other related majors with exposure to all facets of Human Resources with a primary emphasis on employee training and labor relations. Specific activities include: attending and participating in pre-disciplinary conferences, grievance hearings, and labor management negotiations; preparing summary documents; and conducting research on labor relations investigations, employee training sessions, and special projects as assigned.
Department of Revenue (DOR)	Summer 2016	Harrisburg (Dauphin County)	This internship provides Human Resources, Business Administration, and other related majors with exposure to all facets of Human Resources with a primary emphasis on employee training and labor relations. Specific activities include: attending and participating in pre-disciplinary conferences, grievance hearings, and labor management negotiations; preparing summary documents; and conducting research on labor relations investigations, employee training sessions, and special projects as assigned.
Department of Revenue (DOR)	Summer 2016	Harrisburg (Dauphin County)	This internship within the department's Integrated Tax System Technical Division provides Computer Science, Information Technology, Business Systems, or related majors with exposure to SAP ABAP development activities; database maintenance at the ORACLE, SQL Server, and SYBASE levels; MQ message broker as associated with internal and third-party interfaces; and exposure to enterprise-wide IT applications development.

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Department of Revenue (DOR)	Summer 2016	Harrisburg (Dauphin County)	This internship within the department's Integrated Tax System Technical Division provides Computer Science, Information Technology, Business Systems, or related majors with exposure to SAP ABAP development activities; database maintenance at the ORACLE, SQL Server, and SYBASE levels; MQ message broker as associated with internal and third-party interfaces; and exposure to enterprise-wide IT applications development.
Pennsylvania State Police (PSP)	Summer 2016	Harrisburg (Dauphin County)	This internship is geared toward Information Technology or Computer Science majors and will focus primarily on application design, development, and support with an emphasis on ASP.NET web applications. Knowledge and experience will be gained through coding and testing applications; interacting with internal team members, end-users, and identified stakeholders.
Pennsylvania State Police (PSP)	Summer 2016	Harrisburg (Dauphin County)	This internship is geared toward Information Technology or Computer Science majors and will focus primarily on application design, development, and support with an emphasis on ASP.NET web applications. Knowledge and experience will be gained through coding and testing applications; interacting with internal team members, end-users, and identified stakeholders.
Department of Transportation (PennDOT)	Summer 2016	Harrisburg (Dauphin County)	This internship within the department's Planning and Research Division is geared towards Engineering majors, who will assist with conducting transportation studies and developing and maintaining statewide, regional, and local transportation plans and programs. Activities include entering data into applications and producing reports for the division.
Department of Transportation (PennDOT)	Summer 2016	Harrisburg (Dauphin County)	This internship within the department's Planning and Research Division is geared towards Engineering majors, who will assist with conducting transportation studies and developing and maintaining statewide, regional, and local transportation plans and programs. Activities include entering data into applications and producing reports for the division.

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Department of Transportation (PennDOT)	Summer 2016	Harrisburg (Dauphin County)	This internship provides Human Resources, Business Administration, and other related majors with exposure to employee onboarding and placement actions within the department. Specific activities include: requesting names of candidates for both non-civil service and civil-service vacancies; posting employment vacancies; reviewing employment applications to verify that eligibility requirements are met; and other placement duties as assigned.
Department of Transportation (PennDOT)	Summer 2016	Oil City (Venango County)	This internship provides Engineering majors with an opportunity to gain practical experience in assisting engineers with overseeing inspections, conducting materials testing, and completing documentation related to highway and bridge construction projects.
Department of Transportation (PennDOT)	Summer 2016	Montoursville (Lycoming County)	This internship provides Engineering majors with an opportunity to gain practical experience in assisting engineers with overseeing inspections, conducting materials testing, and completing documentation related to highway and bridge construction projects.
Department of Transportation (PennDOT)	Summer 2016	Uniontown (Fayette County)	This internship provides Engineering majors with an opportunity to gain practical experience in assisting engineers with overseeing inspections, conducting materials testing, and completing documentation related to highway and bridge construction projects.
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Department of Transportation (PennDOT)	Summer 2016	Bridgeville (Allegheny County)	This internship will assist the District Safety Coordinator in performing safety actions within the District. This includes assisting with administering occupational safety policies, developing accident control programs, analyzing and classifying accident reports, and developing and presenting training sessions.
Department of Transportation (PennDOT)	Summer 2016	Harrisburg (Dauphin County)	This internship provides Human Resources, Business Administration, and other related majors with the opportunity to assist the District Safety Coordinator in performing safety actions within the district. Specific activities include: assisting with administering occupational safety polices; developing accident control programs; analyzing accident reports; and developing employee training sessions.