Internship Opportunity in the offices of Senator Bond, Cape Girardeau, Missouri

Spring 2010; Summer 2010

Internship would include a set day/days and time each week.
Casual business wear expected
Able to answer phone and relate to constituents in a polite manner, excellent speaking voice
Greet constituents in office
Relay information in a non-partisan manner and work with a diverse group of people
Organize files
Student will be given a special project to start and finish in time of internship
Shadow staff to meetings and special events
Able to multi-task

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