



Internship and Career Services Industry Guide: Government & Public Policy

OVERVIEW

The United States Federal government is one of the nation's largest employer. While the salary may not compare to other sectors, government jobs generally offer a good work/life balance with and can offer generous benefits and job security. Many government jobs require a security clearance and a background investigation as part of the hiring process. Between the legislative, judicial and executive branches of the federal government, the opportunities for employment can be plentiful. However, keep in mind the opportunities are quite competitive. There may be unique roles available, but there are also a lot of people vying for the same position. There are roughly 2 million civilian government jobs at more than 120 federal departments. These jobs can be found in all 50 states, Washington DC, and all U.S. territories.

There are hundreds of federal agencies charged with handling such responsibilities as managing America's space program, protecting its forests, and gathering intelligence. All state governments are modeled after the federal government and consist of three branches: executive, legislative, and judicial. Municipalities generally take responsibility for parks and recreation services, police and fire departments, housing services, emergency medical services, municipal courts, public transportation, and public works.

CAREER AREA SAMPLE ROLES

Federal Government	Homeland Security Agent, Veterans Benefits Administrator, Human Resource Specialist, Post Service, Aerospace Engineers, Foresters, Lobbyist, Securities and Exchange Commission Accountant, NASA astronaut, CIA agent, Health Care Exchange Navigator, Federal IT Systems Manager, FBI Agent. Army, Navy, and Air Force
State Government	Elementary Education Administrator, Highway Patrol, State Parks Staff, Emergency Management Expert, State University Professor, Staff for Attorney General, Purchasing Manager, Elementary School Teachers, Detectives, Agricultural Engineers, Judicial Law Clerks
County and Municipal Government City	Engineer, Policy Analyst, City Comptroller, Police Officer, Firefighter, Community Development Specialist, Records Clerk, City Manager, Database Admin, Survey and Mapping Techs
Think Tanks/NGO's	Policy Analyst, Publicity Assistant, Public Relations & Community Assistant, Program Coordinator, Speech Writer, Research Associate

GETTING YOUR FOOT IN THE DOOR

This can be one of the hardest aspects of working for a large governmental agency. The hiring process can be slow because there can be a great deal of bureaucracy and competition. Getting an internship is a good way to establish connections in the department before you apply. Because many government offices are understaffed due to lack of funding, interns can take on a great deal of responsibility if they pursue it. It's imperative for public policy students to prepare themselves and apply for internships, whether they are headed to a non-profit organization, public administration, criminal justice, public policy, political science, healthcare, or government related businesses.



FELLOWSHIPS

Being awarded a fellowship is another great way to get your foot in the door in government and public policy work. While the term "fellowship" is used by a variety of different programs, generally fellowships: are short-term opportunities lasting from a few months to several years:

- Fellowships are sponsored by a specific association or organization seeking to expand leadership in their field.
- Fellowship participants enhance their knowledge of government and global issues and obtain valuable professional experience that enriches their careers and the organizations to which they return.
- The fellow obtains a wealth of experience through on-the-job training, rotations, shadowing, and formal training opportunities.

PUBLIC POLICY

Most of us have an interest in making things better in our community and our country, but policy people take this ambition to the highest level possible: they make it their career. Public policy is made when a governing body attempts to address an issue of widespread public concern, such as education, food policy, healthcare, poverty, security and intelligence, human rights and international law, science and technology, etc. The type of career one can pursue upon completing a degree in public policy can be limitless. Graduates go on to pursue lifelong, rewarding careers in public service. Some pursue careers domestically within federal, state, and local governments. Others pursue careers abroad for the State Department, USAID, the UN, and non-governmental and non-profit organizations, and the lists goes on!

Online Resources:

[Butler University Washington DC Learning Semester](#)

[The Butler University Student Government Association \(SGA\)](#)

[Internship & Career Services: Guide to Professional Success PDF](#)

[National Association of Schools of Public Policy and Administration \(nasppa.org\)](#)

[Government Fellowships \(ieeeusa.org\)](#)

[Fellows Programs \(usaid.gov\)](#)

[Public Policy Internships \(internships.com\)](#)

[Professional Fellowships \(careers.state.gov\)](#)

[Students and Entry-level Jobseekers in Government \(gogovernment.org\)](#)

[Entry Level Careers in Public Policy \(onedayonejob.com\)](#)

[Government Job Postings \(usajobs.gov\)](#)

[Federal Government Job Postings \(avuecentral.com\)](#)

[Government Internships in DC \(dcinternships.org\)](#)

[Work for Indiana \(in.gov\)](#)

[Federal Government Job Search \(federalgovernmentjobs.us\)](#)

[How to Apply for Federal Government Jobs \(gogovernment.org\)](#)

[Pathways Program \(careers.state.gov\)](#)

[Working in Government Students & Recent Grads \(usajobs.gov\)](#)

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