

MARYLAND DEPARTMENT OF AGING INTERNSHIP PROGRAM
(Undergraduate and Graduate students accepted)

Applicant Name: _____

Field of Study: _____

Agency/Facility: Maryland Department of Aging

Internship Location: 301 W. Preston Street - Room 1007, Baltimore, MD 21201

Internship Description:

The Maryland Department of Aging offers both undergraduate and graduate students the opportunity to find an internship that's right for you, putting your education to work. Gain valuable experience in a cabinet agency that offers all participants an enriching and memorable learning experience.

About the Program:

Internships are available in a variety of program areas at the Department. You will be asked to select your top preferences, so we can learn more about your interests. There may or may not be internships available in all program areas. Please select up to three (3) areas of interest, this will be discussed during your interview.

Area of Interest (Program)	Learn more about the Program	<input checked="" type="checkbox"/>
Congregate Housing Services Program	LEARN MORE	<input type="checkbox"/>
Continuing Care Retirement Communities	LEARN MORE	<input type="checkbox"/>
Health Promotion and Disease Prevention	LEARN MORE	<input type="checkbox"/>
Legal Assistance and Guardianship Services	LEARN MORE	<input type="checkbox"/>
Long-Term Care Ombudsman Program	LEARN MORE	<input type="checkbox"/>
Maryland Access Point (MAP)	LEARN MORE	<input type="checkbox"/>
Maryland Commissions Aide	LEARN MORE	<input type="checkbox"/>
National Family Caregiver Support Program	LEARN MORE	<input type="checkbox"/>
Nutrition and Meal Services	LEARN MORE	<input type="checkbox"/>
Senior Assisted Living Group Home Subsidy Program	LEARN MORE	<input type="checkbox"/>
Senior Medicare Patrol (SMP)	LEARN MORE	<input type="checkbox"/>
State Health Insurance Assistance Program (SHIP)	LEARN MORE	<input type="checkbox"/>

Time Commitment:

Interns are required to commit to at least one semester (3 months or 12 weeks). But, may choose to extend the duration of the internship if interested. Participants may select to work either 20 hours per week for 12 weeks totaling 240 hours or 10 hours per week for 12 weeks totaling 120 hours. Teleworking is not allowed and hours worked must be between 8 A.M. to 6 P.M.

Salary:

This is an **unpaid** internship. College credits may be arranged upon request.

Job Duties/Responsibilities:

- Perform clerical duties, take memos, maintain files, and organize documents, photocopy, fax, etc. as needed
- Research, compile, tabulate, and analyze data for a variety of administrative and departmental matters
- Assist department personnel in assigned administrative, planning, organizational, technical, and professional tasks
- Provide suggestions or recommendations with regard to department specific projects
- Prepare and present reports
- Shadow multiple office positions and train in a variety of tasks

Requirements:

- Good organization skills
- Currently enrolled in an accredited university
- The ability to prioritize time-sensitive assignments and meet deadlines
- Strong communication and interpersonal skills
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas

Preferred Education/Skills/Experience/Certification/Training/License:

- High school diploma or GED certificate required
- Currently attending an accredited university/college
- Studying in the human services field, specifically gerontology

How to Apply:

Please send your current resume and cover letter (optional) to Ashley Yost at ashley.yost@maryland.gov. Please allow us time to fully review your resume. A phone or in-person interview may be requested after review of your application.

Questions About the Internship:

Please direct all questions about the internship to Ashley Yost at ashley.yost@maryland.gov or call 410-767-1089 for more information.