

Administrative Operations Intern
Fall 2026 – Spring 2027
Connecticut Office of the Secretary of the State

The Connecticut Office of the Secretary of the State is seeking an **Administrative Operations Intern** with an interest in systems and workflow management in a fast-paced environment. The Office of the Secretary of the State works to provide a wide range of services for the people and businesses of Connecticut and is committed to promoting the importance of civic education and civic engagement across the state. **The ideal duration for this internship is late August 2026 through May 2027**, but a shorter internship period may be available for the right candidate.

This unpaid internship is an in-person role conducted out of the Executive Offices in the State Office Building in Hartford and supervised by the Executive Aide to the Secretary of the State. Students have the option to receive credit for the internship by consulting with their advisors and internship directors.

Intern Responsibilities:

- Maintain tracking systems to monitor outstanding materials, deliverables, and project milestones
- Send follow-up communications to stakeholders to ensure timely submission of required information and documents
- Review and log incoming event and appearance requests for Secretary Thomas, including verifying requests completeness and accuracy
- Monitor undeliverable communications and coordinate updates to distribution lists and contact records
- Organize documents within established SharePoint structures, ensuring consistency and adherence to document management standards
- Other duties as assigned

Intern Qualifications/Skills:

- Strong organizational skills with the ability to manage multiple tasks and deadlines
- Strong attention to detail
- Excellent written and verbal communication skills
- Ability to work both independently and collaboratively in a team environment
- Critical thinker and problem solver
- Self-motivated, adaptable, and eager to learn in a fast-paced environment
- Proficiency in Microsoft Office Suite

Internship requirements:

- Be enrolled in an accredited institution of higher education

- Willing to work a minimum of 14 hours per week

Learning Objectives:

- Develop professional written and verbal communication skills through stakeholder outreach and correspondence
- Strengthen attention to detail, time management, and problem-solving skills
- Learn how administrative processes contribute to the successful execution of events and organizational initiatives
- Learn best practices for maintaining digital files and records
- Learn about the functions and services of the Connecticut state government

To Apply:

Please download and complete the Internship Application, located here:

<https://portal.ct.gov/SOTS/Education/Internships/Internship-Opportunities>. Email the following to sots.internships@ct.gov:

- Completed Internship Application
- Resume
- Cover letter describing why you are interested in the position and highlighting relevant skills. **Please include your availability for this position, including whether you would be available for the full term of August 2026 – May 2027 or part of it.**
- Writing sample (can include past essays or other written projects – you do not need to create a new writing sample for this application)

The Office of the Secretary of the State is an equal opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ identification, family status, or military status. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.