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State Of Oregon Internship Office Employments 2025 Apply Now

Description

The **State of Oregon Internship – Office Employment 2025** provides students and recent graduates with hands-on experience in government operations. This internship is designed to develop professional skills, enhance knowledge of public administration, and support various state agencies in their daily functions.

Responsibilities

- Assist in administrative tasks such as data entry, filing, and document preparation.
- Conduct research and compile reports to support state programs and initiatives.
- Respond to inquiries from the public, government officials, and stakeholders.
- Participate in team meetings and contribute to office projects.
- Support staff with scheduling, correspondence, and office management.
- Assist with event planning, outreach, and community engagement efforts.

Qualifications

- Must be currently enrolled in or recently graduated from an accredited college or university.
- Pursuing a degree in Public Administration, Business, Communications, Political Science, or a related field.
- Must be authorized to work in the United States.

Experience

- Prior experience in an office setting or administrative role is preferred but not required.
- Experience working on research, data analysis, or public service projects is a plus.

Skills

- Strong verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Strong organizational skills and attention to detail.
- Customer service and problem-solving abilities.

Job Benefits

- Hands-on experience in state government operations.
- Networking opportunities with government professionals.
- Flexible work schedule.
- Potential for academic credit (if applicable).

Hiring organization

State Of Oregon Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Salem, Oregon, United States,
97301,, Salem,, Oregon,, United States,

Working Hours

8

Base Salary

10

Date posted

June 24, 2025

Valid through

24.02.2026

- Stipend or hourly compensation (depending on department funding).

How To Apply

Interested candidates should submit the following:

- A completed online application form.
- A current resume.
- A cover letter detailing their interest and qualifications.

[Job Vacancies Portal Here:](#)