

DELAWARE HOUSE OF REPRESENTATIVES
House Democratic Caucus
411 Legislative Avenue
Dover, Delaware 19901

Fall Fellowship Program Description

Summary Statement

The Fall Fellows will support the House Majority Caucus's policy team by conducting relevant policy analysis, research, and contributing to the development of recommendations on a wide range of policy initiatives.

Nature and Scope

The Fall Fellows will report to and work directly under the Policy Director in coordination with policy analysts. Fellows will receive assignments from the Policy Director and may interact with members of the caucus and legislative senior staff.

Fellows will primarily focus on research and analysis during the fall legislative period when the legislature is out of session. Fellows will be assigned to research areas based on their academic background, interests, and the needs of the policy team. They will assist with comparative state policy analyses, policy memoranda, briefing materials, legislative research, data review, talking points, and long-term policy development projects. Fellows must exercise discretion when handling legislative information and materials.

Fellows are expected to work approximately 20 hours per week across three days with at least one day per week in either the Dover or Wilmington office to allow for collaboration with the policy team. This fellowship is a paid opportunity and is open to undergraduate and graduate students studying at Delaware institutions. Academic credit may be available through university internship programs where applicable.

Skills

The ideal candidate for the Fall Fellows program will possess the following skills:

- Strong research and writing skills, including the ability to synthesize information and present findings concisely.
- Interest in public policy, state government, or the legislative process.
- Knowledge or willingness to learn the intricacies of state laws and regulations, as well as House Rules, policies, and procedures.
- Ability to exercise discretion and maintain confidentiality when handling sensitive legislative information.
- Ability to balance multiple projects at one time.
- Ability to research and review data for trends.
- Ability to work both independently and collaboratively with a policy team.