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# Internship Opportunities with the Division of Aging Services

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Interns, explore aging careers with the Georgia Department of Human Services, Division of Aging Services (DAS). Selected candidates will participate in a DAS internship, learning about state-level aging administration through educational experiences and meaningful assignments related to issues research, consumer education, quality control, and more. Examine trends in the aging and disability field, the structure of Georgia's statewide network, and ways for you to prepare for a future career.

## ■ The Basics ►

- Interns are accepted prior to fall, spring, and summer academic periods, and deadlines are typically 4-6 weeks prior to the desired start date. These items are required for consideration:
  - A résumé
  - A description of your academic department's (or instructor's) requirements for internships
  - A cover letter that answers the following questions:
    - Why are you interested in exploring aging-services careers?
    - What experiences have you had with older adults or people with disabilities?
    - What do you hope to learn or do as a participant in the program?
- Selection is based upon the prospective intern's demonstrated level of interest in aging and disability topics, skill levels, academic preparation, and potential to grow from an internship experience. Other selection factors include DAS' availability of direct supervisors, projects, space, and equipment.
- Interns receive no compensation, and all applicants must undergo an interview plus a criminal background check (to be paid for by DAS). The place of work is downtown Atlanta near the Five Points MARTA station. Subsidized parking is not available.

## ■ Desired qualifications ►

- Proficiency in common computer software such as Microsoft Word and Excel
- Experience with (or interest in) in issues related to older adults and people with disabilities
- Excellent writing skills suitable for reports, research, and/or consumer information materials
- Ability to work independently and as a part of a team
- Ability to conduct research and analyze data

## ■ Internship Program Areas ►

To learn more about what we do, visit online home of the Division of Aging Services at [www.aging.ga.gov](http://www.aging.ga.gov). Available internship projects change each academic season, based on current program needs.

## ■ For more information ►

To learn about state-office opportunities, contact the Division of Aging Services, Attention Community Affairs Manager, at [chdunn@dhr.state.ga.us](mailto:chdunn@dhr.state.ga.us). We are happy to answer your questions. All Division of Aging Services Internships are located at 2 Peachtree Street, NW, Atlanta, GA 30303.

## ■ Internship opportunities at the Area Agencies on Aging ►

DAS plans and coordinates services in collaboration with Georgia's 12 Area Agencies on Aging (AAA). These organizations located throughout the state help older adults, people with disabilities, and caregivers find housing, locate senior centers, receive home-delivered meals, get information on Medicare, Medicaid and prescription assistance programs and more.

To intern in your local community, [click here](#) to find the Area Agency on Aging in your region, or call our statewide toll-free helpline at **1-866-552-4464**.