



ATTORNEY GENERAL OF TEXAS

GREG ABBOTT

CHILD SUPPORT DIVISION

Agency Profile:

Attorney General of Texas – Child Support Division – Communications Section

The Office of the Attorney General is the official child support enforcement agency for the State of Texas. The mission of the Child Support Division is to assist parents in applying for financial support necessary for children to grow up and succeed in life. The division establishes paternity for children, establishes court orders for financial and medical support, and enforces support orders.

The Child Support Division's communications section responds to inquiries and proactively engages the media to inform the public about child support services and accomplishments. The manager of the section serves as the division's official spokesperson in dealings with the news media. Other duties include publishing an electronic newsletter and writing articles for internal and external distribution.

Internship Responsibilities:

Job duties performed by an intern include:

- Observe establishment and enforcement court. Record observations from the perspective of a customer/parent. Record specific observations about quality of service that the judge and OAG employees provide.
- Review "kudos" e-mail messages for heartwarming stories about how the Child Support Division made a difference in a family's life.
- Monitor twitter accounts and online blogs that reference the Attorney General's Child Support Division. Report in writing about postings that could reflect negatively on the Office of the Attorney General and the Child Support Division.
- Proofread news releases.
- Write a human interest story for publication in the OAG monthly newsletter @Work.
- Edit newsletter articles that appear in the CSD newsletter Common Ground and @Work.
- Edit CSD draft publications/brochures for clarity before they go to the OAG graphics department for layout.
- Make pitch calls to local media to confirm receipt of news releases.
- Update monthly AG columns about evaders/other general topics about child support.

- Use Google and news alerts to monitor child support stories that run nationally or in local markets outside of Texas. Alert CSD communications manager of stories that could have "legs" in Texas. Alert her as early as possible on the day the story runs.

The internship would require training on the Texas Child Support Enforcement System (TXCSES). The internship hours are from **8 am-5pm, Monday thru Friday at a prearranged time each week**. The work location is 5500 East Oltorf in the Office of the Attorney General's child support building.

Qualifications:

Prospective interns will be working toward a degree in journalism or mass communications field. Prospective interns will submit a writing sample. Interns must be able to provide their own transportation to work location, and be available to work a set 15-20 hours a week for the length of the entire semester. The office environment requires that the intern dress in casual business attire, with ability to work with staff from various backgrounds and work experience.

Pay Rate: Non-pay. Available for academic credit

Dates Needed: Fall, Spring and Summer Semesters