**How to Apply**

- Visit [ueijobs.peopleadmin.com/postings/search](http://ueijobs.peopleadmin.com/postings/search)
- Search “Secretary of State” to find openings in the agency. The Secretary of State will post openings on a rolling and as needed basis.

**For More Information, Contact**

University Enterprises, Inc.
6000 J Street
Sacramento, CA 95819
(916) 278-7001, enterprises.csus.edu

Tamara Rasberry
Deputy Secretary of State, Voter Outreach and Education
(916) 695-1668, Tamara.Rasberry@sos.ca.gov

"Interns and students are California’s future, and they are highly valued at the Secretary of State."

- SHIRLEY N. WEBER, Ph.D. -

**Meet Secretary Weber**

Shirley N. Weber, Ph.D. was nominated to serve as California Secretary of State by Governor Gavin Newsom on December 22, 2020 and sworn into office on January 29, 2021. Before her appointment, Secretary Weber served four terms as an Assembly Member representing California’s 79th Assembly District. During her tenure in the Assembly, Weber chaired several important committees, including the Assembly Elections and Redistricting Committee. Weber’s genuine passion and tireless quest for equality and fairness in all sectors of life have resulted in her pursuit of reforms in education, criminal justice, and voting rights.
California Secretary of State

Who We Are
The Secretary of State’s Office (SOS) is comprised of over 500 employees who are dedicated to making government more transparent and accessible in the areas of elections, business, political campaigning, legislative advocacy, and historical treasures.

Our Divisions

Executive
The Executive Division has responsibility for tasks ranging from communicating the Secretary of State’s message to Californians to promoting safe and secure elections.

Elections
The Elections Division oversees all federal and state elections within California. They perform many duties relating to elections, such as educating voters across the state about their voting rights, promoting voter registration and participation, and certifying election results.

Archives
The California State Archives serves as a central location for California’s historical treasures, documents, maps, and other records.

Political Reform
The Political Reform Division administers provisions of California’s Political Reform Act in an effort to make election campaigns transparent and for voters to be fully informed of lobbyists’ activities.

Business Programs
The Business Programs Division is the largest division of the agency, which primarily serves to register business entities and trademarks and enables secured creditors to protect their financial interests.

Information Technology
The Information Technology Division provides critical technical support and ensures data integrity to the agency.

University Enterprises, Inc.

University Enterprises, Inc. (UEI) is a dynamic, professional, student-focused non-profit. Both state agencies and private employers use UEI’s California Intern Network, which is the largest provider of student assistant employment opportunities in California, as their primary source for Student Interns.

How to Qualify
To join the internship program and work as a Student Intern, you must:

- be 18 years of age and currently enrolled and attending classes during the regular term at any *qualifying institution of higher education;
- or an undergraduate student enrolled in a minimum of six semester units or nine quarter units;
- or a graduate student enrolled in four semester units or six quarter units;
- or, if you are a foreign student, provide appropriate documentation that authorizes employment.

*Qualifying institutions include, but are not limited to: Sacramento State; any campus of the CSU or UC systems; any community college campus; or a private university offering a four-year degree or a credential program. Institutions of higher education that have an Articulation Agreement (an agreement which indicates that units from that institution are transferable) with any of the above institutions also qualify.

To learn more, visit: enterprises.csus.edu

For general information about the Secretary of State, visit: sos.ca.gov

LEARN MORE:

Stephen Liu, 2018-2021
Secretary of State Student Intern

“In the summer of 2019, I worked on several projects related to the Help America Vote Act and the Statewide Voter Registration Database, VoteCal. I have met countless talented and kind people at the Secretary of State (SOS), and I have been even more lucky to call some of them friends. Across my three years at the SOS, I gained an appreciation for the agency’s mission, as well as the desire to dedicate my life’s work to public service. A message I would like to convey to posterity would be that the noble contributions of the SOS to California are tangible for all.”

LEARN MORE: