Kentucky State Government
Co-op/Intern Program Information
for Students

Eligibility

Agencies may consider students:

High School Students	College Students
• Enrolled on a full-time basis as a junior (11th grade) or senior (12th grade). • Certified by their school as being enrolled in a structured training or tech program or course of study for which practical, on-the-job experience is an integral part. • In compliance with state and federal child labor laws, and program requirements, with respect to age and working hours.	• Enrolled at an accredited Kentucky post-secondary school or other educational institution approved by the Kentucky Personnel Cabinet.
• In good standing with the school with at least a 2.5 grade point average at hire, and throughout employment in the Co-op/Intern position. • Sponsored by their educational institution for participation in the Co-op/Intern Program. o Secondary and post-secondary schools may sponsor students for participation in the Co-op/Intern Program. This sponsorship is necessary in order for any student to be eligible for Co-op/Intern employment. Those schools wishing to sponsor Co-op/Intern students may do so by contacting the Personnel Cabinet and providing the required information. State agencies interested in hiring Co-op/Intern students will, in turn, contact the Personnel Cabinet and request applications for available students possessing the needed skills.	

On occasion, exceptions can be made to the 2.5 GPA requirement when the GPA is less than 2.5. Educational administrators may contact the Co-op/Intern Program Coordinator to determine eligibility for placement.

Benefits

For the complete benefits schedule, visit the Employee Handbook, and view the benefits available to Interim employees. In summary, Co-op/Intern employees:

• Receive holiday pay for any scheduled work hours on the state holiday (up to 7.5/8.0 hours)

- Earn one day sick leave (7.5/8.0 hours) and one sick month of service for any month that 100 hours are worked/paid during the month.

Application Requirements

Co-op/Intern students are required to complete an online application in the recruitment system and self-nominate to the unique Co-op/Intern Program job posting, if advertised. Interested students must submit an unofficial copy of their transcripts to the Co-op/Intern Program Coordinator. The document will be reviewed to ensure all requirements are met before students are placed in the program.

Mail documents to:
Co-op/Intern Program Coordinator
Personnel Cabinet
State Office Building, 3rd Floor
501 High Street
Frankfort, Kentucky 40601