



### **Governor Ivey's Appointments Office**

Governor Ivey makes appointments to more than 500 boards, commissions, task forces, boards of trustees, and advisory boards. Governor Ivey also makes appointments when there are vacancies in certain public offices. The Appointments Office coordinates these appointments for Governor Ivey through reviewing resumes, conducting interviews, listening to stakeholders, and working with the Legislature. Governor Ivey is committed to finding the very best person to serve in each position.

Our interns are tasked with the following:

- Navigate our IQ database system to update all new appointments
- Keep an updated excel spreadsheet of all the appointments the governor has made
- Help in the process of writing appointment letters
- Contact candidates and set up interview times
- Contact different agencies, boards and commissions
- Answer phones when needed
- Sit in on interviews that take place
- Help with any other tasks that need to be done
- File