

Government Relations Intern

Job Description:

The Association of Independent Colleges and Universities (AICUO) seeks a dedicated and passionate Government Relations intern to provide assistance, under direct supervision, on key projects necessary to the furtherance of our goals and will become familiar with the role that the AICUO plays in legislative and policy work.

The AICUO Government Relations intern will assist the Vice President of Government Relations on policy issues management and analysis, and external and internal communication.

This internship will offer the opportunity to gain valuable professional skills, network, and learn about Capital Square, government affairs, regulation, and legislation in the non-profit higher education space.

The ideal candidate will possess strong writing, research, interpersonal, and communicative skills, have the ability to multi-task, and work as a team player.

Responsibilities:

- Handle logistical elements for program events
- Manage program contacts database
- Aid in tracking the existence and movement of administrative regulations and laws pertaining to non-profit education
- Attend strategy and staff meetings
- Schedule and attend meetings with the offices of Ohio legislators
- Assist with miscellaneous office tasks and projects as needed

Structure:

The internship will run the entire academic year, with 8 hours each week in the fall and 16 hours each week in the spring. Due to the political schedule, the intern must be available to work in downtown Columbus during the mid-week, but the exact schedule is flexible.

Qualifications:

- Currently be a junior and enrolled as a full-time undergraduate student at an AICUO member institution
- Have an interest in government and legislative affairs
- Be detail oriented and have the ability to work in a fast-paced environment
- Have social media skills (especially Twitter)
- Have excellent research, writing, and interpersonal skills
- Have ability to remain committed and dependable
- Have an above average competency in Word and Excel, as well as design programs such as Canva

Pay/Academic Credit:

This internship is eligible for pay AND academic credit. The intern will also receive reimbursement for parking.

To Apply:

E-mail resume and cover letter to Emily Tully, Vice President of Government Relations, at etully@aicuo.edu by March 27, 2020.