

## 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 skills, network, and learn about Capital Square, government affairs, regulation, and legislation in the independent non-profit higher education space.

The ideal candidate will possess strong analytical, writing, investigative, 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
- Assist in scheduling 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 a week in the fall and 16 hours a 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:

- Be currently at least a junior and enrolled as 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

### Pay/Academic Credit:

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

### To Apply:

E-mail Emily Tully, Vice President of Government Relations, at [etully@aicuo.edu](mailto:etully@aicuo.edu) by March 23, 2018.