



State Relations Intern Job Description

OPPORTUNITY & OVERVIEW:

The University of Nebraska seeks a student to join the Office of University Affairs team as the State Relations Intern. Reporting to the Director of State Relations, the State Relations intern will work on projects that help support the University of Nebraska's public policy and advocacy goals. The intern will develop a variety of skills applicable to work in public policy, higher education, advocacy and beyond. Such experience may include communications, institutional knowledge regarding legislation and the Nebraska Legislature, and in-depth research and analytical skills regarding policy issues.

ABOUT OFFICE OF UNIVERSITY AFFAIRS:

The Office of University Affairs team oversees communications, events, marketing, and state and federal government relations for the University of Nebraska system—supporting the advancement of NU's reputation statewide, nationally and internationally.

PRIMARY DUTIES & RESPONSIBILITIES:

- Serve as a lead researcher for state public policy and legislative background materials.
- Assist with organizing various State Relations events and supporters throughout the state.
- Track various legislative activities involving the public hearings, meetings, and media accounts.

REQUIREMENTS & SKILLS:

- Junior or Senior students enrolled at University of Nebraska. Students from all majors may apply, but it is helpful to have some social science or political science course background.
- Excellent writing skills, including familiarity with Associated Press style.
- Proficiency in basic computer skills, including Microsoft Office, is required.
- Willingness to work 20 hours a week at the University of Nebraska system office in Lincoln.
- Ability to manage multiple projects simultaneously and to produce accurate content.
- Ability to be flexible in a fast-paced environment, and to be proactive in suggesting new ideas and/or processes that can help University Affairs team.
- Strong interpersonal skills and an ability to work with a wide range of individuals.

SALARY: \$12/hour.

APPLICATION PROCEDURE:

Email Erin Cooper at ecooper@nebraska.edu and attach a cover letter and current resume scanned together as a single document. If you have questions or need an accommodation in order to apply, please call (402) 472-2111.

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.

Office of the Vice President for University Affairs

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State Relations Intern Learning Objectives

Overview:

Learning objectives provide the foundation and framework for learning during an internship experience and define what the internship will teach the student. The learning objectives answer these questions: “What will I be able to do as a result of this internship experience?” and “How will this internship help me gain or improve new skills?”

Learning objectives should be specific and concrete; this will increase the likelihood that the internship will be successful. Make sure you and your supervisor discuss these regularly; your supervisor can help you find ways to accomplish your objectives during the course of the internship.

1. Apply Classroom Theory in a Professional Setting

- a. Intern will learn about the history, rules, and structural operations of the Nebraska Legislature.
- b. Intern will apply prior knowledge of the legislative process, grassroots organizing, and strategic communications in helping execute the University of Nebraska State Relations programs.

2. Learn New Interpersonal and Research Skills

- a. Intern will apply prior writing and content generating abilities to legislative testimony, research reports, and social media and other channels in the digital space.
- b. Intern will learn new research methods and use new research tools to assist in building the NU’s legislative agenda and widen the audience engaging with NU’s state relations programs.
- c. Intern will develop teamwork and interpersonal abilities in a professional setting through collaborating and working with multiple team members to accomplish goals and finish projects.
- d. Intern will learn how to communicate effectively with strangers, supervisors, and peers while expressing ideas by attending staff meetings, shadowing key communications staff, practicing listening and internalizing positive feedback.

3. Develop Professionally and Increase Industry Awareness

- a. Intern will better understand the University of Nebraska as an employer, including its structure and four campuses.

- b. Intern will observe the personal style of supervisors and colleagues, identify examples of leadership styles that promote good working relationships, and identify their own personal working style.
- c. Intern will observe and gain understanding of office hierarchies and learn how to deal with pressure, tension and praise in work relationships.

Last Revised 8/26/2019