



The Global Standard in Public Service Education

PAID INTERNSHIP ANNOUNCEMENT

Communications and Outreach Intern Summer 2017

This is an exciting internship opportunity, ideal for a graduate student interested in global higher education, program assessment, and/or nonprofit communications.

The Network of Schools of Public Policy, Affairs, and Administration (NASPAA) is a nonprofit association in Washington DC, dedicated to ensuring excellence in public service education and promoting the ideal of public service. We are a membership association of over 300 graduate education programs in public administration, public policy, and public affairs located across the US and around the globe. NASPAA is also the accreditor of master's degree programs in these fields.

NASPAA is seeking a master's student in fields such as public policy, public administration, or similar for an internship position for approximately 12 weeks during Summer 2017, starting in May or early June. Students pursuing graduate degrees in related fields, such as communications, education, assessment, or nonprofit management, are also highly encouraged to apply.

Primary responsibilities are expected to include:

- Developing the content and design of educational materials for academics, and other stakeholders, seeking to learn about the value of NASPAA accreditation.
- Enhancing the visual display and dissemination of NASPAA accreditation data, including developing content for various online and in-person audiences.

Additional projects depending on the applicant's experience and interests could include: assisting in creating a template for annual data reports, updating the accreditation website, and/or enhancing current volunteer management.

The individual selected for this position will assist the NASPAA staff in supporting and enhancing programs and services for the association's members; he or she will work directly with senior staff who will provide direction and supervision.

The intern/project assistant position will pay \$14-16 per hour, depending on experience and student status, and will be full time (30-35 hrs/week). Fellowship arrangements for doctoral candidates will be considered.

QUALIFICATIONS

Applicants should have:

- Applicants should have completed at least one semester of a graduate program in public policy, management, or administration, or a relevant field such as education, assessment, communications, or nonprofit management. International students may apply if they possess a visa that permits them to work in the US.
- Strong written skills, especially skill in presenting and organizing clear messages on websites.
- Skill in working with web applications and online visual communications platforms. Note that the applicant need not have advanced coding or technical skills, but rather a general comfort level in using

relevant web tools, and the ability to learn new products independently. Experience with Wordpress is a plus.

- Experience or academic coursework in outreach or communications related to the pursuit of organizational mission.
- Strong interpersonal skills, including the ability to both lead and take direction from nonprofit committees, and to communicate positively and empathetically with NASPAA member programs.
- Well-organized, a self-starter, and confident in dealing with academics and government professionals.
- An understanding of the subject matter and values orientation of public affairs education and practice.
- A strong interest in public service and public service education, and/or an interest in higher education or nonprofit management.
- A desire to work in a non-profit and academic-oriented setting.
- Academic coursework or experience in program assessment a plus.

NASPAA is located in downtown Washington, one block from the McPherson Square Metro station and four blocks from the White House.

Application Deadline

The deadline is rolling. We will start considering applications immediately, but applications will be accepted until filled. The posting on publicservicecareers.org will be removed once the position is filled-- otherwise potential applicants should assume the position is still open. This internship is a time-limited position and does not include benefits. International students may apply if they possess a visa that permits them to work in the US. NASPAA is an equal opportunity employer.

Application Process

Please e-mail your **letter of interest and resume** to projectassistant1@naspaa.org, using the subject line "Application for Summer Communications Internship". A list of references will be required from candidates selected as finalists.

accreditation.naspaa.org