

POSITION ANNOUNCEMENT:

Legislative Policy Intern

POSTING DATE: May 22, 2017

COMPENSATION: \$12.00 per hour

The Colorado Department of Higher Education is seeking a legislative policy intern to work directly with the Department's Chief Policy Officer on higher education public policy and legislative issues.

This is a paid internship (\$12 per hour) lasting through to the end of the fiscal year, June 30, 2018. The position can begin as early as July 1, 2017. The weekly schedule can be flexible to accommodate course load, but the ideal candidate would be able to commit to 5 mornings (8am-noon) per week during the legislative session (January through May).

The legislative policy intern responsibilities will vary depending on three distinct time periods:

- Pre-session period (July through January) will participate with developing the Department's legislative agenda; translating our annual budget request into action items and messaging; and, preparing for other key policy topics. This work entails developing talking points, presentations, handouts, and other research and activities to support the message we need to share on these issues.
- Legislative session period (January through May) will focus on the day-to-day organization and tracking of bills that pertain to the activities of the Department and the institutions of higher education in the state of Colorado. Specifically, this position will work directly with the Chief Policy Officer to identify, track, and summarize legislation of interest; create and maintain daily and weekly reports; monitoring legislative committee meetings and hearings, including meetings of the House and Senate Education Committees, Joint Budget Committee, Capital Development Committee and others; conduct research to respond to legislative inquiries; assist with preparation for meetings of the Colorado Commission on Higher Education; and, provide general administrative support. In addition, as needed, would also work with the Department's finance team in assembling fiscal impact statements for legislation that will impact our industry.
- Post-session period (May through June) will focus on session wrap up work.

Minimum Qualifications:

Candidates must have solid organizational and time management skills; strong comfort with Microsoft Office; excellent oral and written communication skills; work well as part of a team; and, be reliable. It is an added bonus if the candidate is also comfortable with Excel and PowerPoint.

To apply please send a resume and cover letter to clangan@college-assist.org or Colorado Department of Higher Education, Human Resources, 1560 Broadway, Suite 1600, Denver CO 80202. Position is open until filled. Applications will be considered as received.

Employment is contingent upon the successful completion of a background check.