



## **GOVERNMENT AFFAIRS INTERNSHIP PROGRAM**

The OGCR represents the interests of the University of New Mexico by serving as the University's lead advocate with federal, state and local elected and government officials, their staffs and government bodies. The Office works closely with alumni, students, faculty and staff to advance the interests of the University.

Our mission is to build and strengthen relationships with the University's constituencies and encourage investment in and support for UNM, its programs and its initiatives.

The purpose of the internship program is to give interested students the opportunity to observe and learn the executive and legislative process, exposing students to the operations of government relations through advocating and networking, and providing career development. Students get the opportunity to work with both federal and state government and learn the ins and outs of the different legislative bodies. This individual should be highly motivated, reliable, outgoing, and be able to work alone and with others.

**Location:** Scholes Hall Room 110 and/or Santa Fe office

**Responsibilities:**

- Assist in legislative research and the research of various policy topics
- Work with the Government Relations staff to coordinate outreach efforts
- Monitor and/or attend committee hearings
- Monitor and assist in tracking state and federal legislation impacting higher education, health sciences center and the university community
- Assist in the maintenance of the department website
- Administrative support for the Government Relations Department where needed; i.e. answering phones, composing correspondence, etc...

**Semester:** Fall 2014

**Time Commitment:** 2-3 days per week, a minimum of 4 hours per day. Availability on some weekends preferred. Gaining internship class credit is encouraged.

**Qualifications:**

- Strong written and verbal communication skills
- Proficiency with Microsoft Office applications and internet research
- Some understanding of the state and federal legislative process preferred
- Willingness to travel to Santa Fe
- Business casual attire required

**Training:** All interns will go through an orientation and will receive on the job training.

**How to Apply:** To apply, please e-mail resume and cover letter to Matt Munoz, at [mmunoz67@unm.edu](mailto:mmunoz67@unm.edu). Be sure to put "Government Affairs Intern" in the subject line.