

Purdue University Government Relations Intern Job Description

Purdue University seeks a dedicated and passionate Government Relations intern(s) during the next legislative session to provide assistance on key projects necessary to further the goals of the university. The Purdue Government Relations intern will assist the Office of Government Relations team with policy issues management, policy analysis, and external and internal communications. The intern(s) will become familiar with the role the Purdue plays in legislative and policy work.

This internship will offer the opportunity to gain valuable skills, network, and learn about higher education policy, government affairs, regulation, and legislation on the state government level. The ideal candidate will possess strong analytical, writing, investigative, interpersonal, and communicative skills and have the ability to multi-task and work as a team player.

Responsibilities:

- Handle logistical elements for program events
- Manage program contacts database and legislative tracking software
- Aid in tracking the existence and movement of legislation and policies pertaining to higher education
- Observe legislative hearings and compile detailed summaries
- Assist in scheduling meetings with the offices of Indiana legislators
- Assist with miscellaneous office tasks and projects as needed

Structure: Depending on the year, the internship will run from either January to early May (odd-numbered years) or January to end of March (even-numbered years). Due to the legislative schedule and COVID-related restrictions, the intern must be available to work remotely and in downtown Indianapolis Monday through Thursday, but the exact schedule is flexible.

Qualifications:

- Be currently at least a junior and enrolled as full-time undergraduate student at a Purdue University campus
- 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
- Have excellent research, writing, and interpersonal skills

Please contact Anne Hazlett, Senior Director of Government Relations, for more information.
achazlett@purdue.edu