

STATE OF COLORADO

DEPARTMENT OF HIGHER EDUCATION



John Hickenlooper
Governor

Lt. Gov. Joseph A. Garcia
Executive Director

TEMPORARY PART-TIME POSITION ANNOUNCEMENT:

Legislative Affairs Intern

POSITION TITLE:	Legislative Affairs Intern
DEPARTMENT:	Higher Education
DIVISIONS:	Finance
REPORTS TO POSITION TITLE:	Director of Legislative Affairs; and Director of Budget and Finance Policy
POSTING DATE:	November 2012
CLOSING DATE:	Open Until Filled
COMPENSATION:	10 to 20 hours per week (work study eligible)
ANTICIPATED DATES:	January 3, 2013 to May 15, 2013

POSITION SUMMARY: The temporary, part-time intern position assists and supports the Director of Legislative Affairs and the Director of Budget and Finance Policy with the following:

- Legislative tracking of bills;
- Preparation and coordination of Fiscal Note requests and responses for Legislative Council;
- Research on higher education policies and issues;
- As needed, staff committee meeting, assist with development and preparation of materials for committee members and other duties as assigned.

Knowledge, Skills and Abilities

- Effective written and verbal communication skills.
- Effective problem solving skills, highly organized, and sound judgment.
- Strong computer skills, particularly the use of Excel and Word programs.
- Strong interpersonal skills and the ability to work closely within a team setting and with external stakeholders.

Minimum Qualifications:

Education: Pursuing a Bachelor's degree in political science, economics, government, or related field (preferably Junior or Senior status) from an accredited institution of higher education in Colorado.

Experience: Some experience and/or interest in working on Higher Education issues in the State of Colorado. Knowledge and/or interest in Colorado legislative and state budget process.

Requirements: Valid Colorado state driver's license. Infrequent travel requiring occasional overnight stays. Criminal background check.

Physical Activities:

- **Light** - Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and or a negligible amount of force constantly to move objects. Physical demands are in excess of those of Sedentary work. Light work usually requires walking or standing to a significant degree.
- **Stooping** - Bending body downward and forward. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- **Handling** - Seizing, holding, grasping, turning, or otherwise working with hand or hands, fingers are involved only to the extent that they are an extension of the hand.
- **Fingering** - Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
- **Talking** - Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to clients, or to the public, and in those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Hearing** - Perceiving the nature of sounds. Used for those activities that requires ability to receive detailed information through oral communication.
- **Near Acuity** -Clarity of vision at 20 inches or less.
- **Cognitive Abilities** - Able to understand complex cognitive issues.
- **Computer Literacy** - Able to use all functionality of a computer

Working Conditions: Works in a normal office environment with standard office equipment (such as phones, fax, copiers and personal computers). The normal working hours are 8 am to 5 pm, Monday through Friday (during Legislative Session it is possible some evening work could be required). Arrangements will be made to accommodate schedule for school.

APPLICATION PROCEDURES:

To be considered for this position, candidates must possess the required qualifications listed above and submit a complete application package, which must include the following:

- 1. Letter of Application.** A letter of application which addresses how you meet the qualifications described in this announcement.
- 2. Resume or Vitae.** A detailed resume or vitae including all educational and professional experience.
- 3. References.** A list of names, titles and current telephone numbers of two (2) employment references (academic references such as professors or instructors are acceptable).

Submit your completed application materials to:

Cindy Langan
Human Resource Manager
Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, Colorado 80202
clangan@college-assist.org

Application Deadline: This position is open until filled. Initial consideration of candidates will take place on ***December 13, 2012***. Applications may be mailed or delivered to the above address, or faxed (303) 292-1606. They may also be submitted in electronic format to: clangan@college-assist.org