



COLORADO

Department of
Higher Education

Legislative Internship Opportunity

Colorado Department of Higher Education

POSTING DATE: October 5, 2015

CLOSING DATE: November 15, 2015

COMPENSATION: \$12.00/hour

DESCRIPTION OF JOB:

The Colorado Department of Higher Education is seeking a legislative policy intern to assist throughout the 2016 legislative session.

The paid internship (\$12 per hour) will extend through the 2016 legislative session for a minimum of four months from at least January 5, 2016 through early May 2016. This timeframe could be extended depending on individual and Department requirements.

The weekly schedule can be flexible to accommodate course load, but ideally would allow for a set preferred schedule of 5 days per week from 7am-Noon. More hours may be available.

The legislative policy intern will be primarily responsible for 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.

REQUIRED QUALIFICATIONS:

The ideal candidate will have solid organizational and time management skills, familiarity with Microsoft Office, excellent oral and written communication skills, and work well as part of a team.

APPLICATION PROCEDURES:

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Cover letter and resume. Submit your completed application materials to:

clangan@college-assist.org

Or:

Colorado Department of Higher Education
Attention: Human Resources
1560 Broadway, Suite 1600
Denver, Colorado 80202

This position is not governed by the selection process of the classified personnel system and is not part of the classified state personnel system.

Compensation

\$12.00/hour

Application Deadline: Position will remain open until filled. Application review begins immediately. Employment is contingent on successful completion of a criminal background check.

The Colorado Department of Higher Education is an Equal Opportunity employer. In compliance with federal and state anti-discrimination laws, the Department does not discriminate in matters of employment based on disability, race, creed, color, sex, sexual orientation, transgender status, religion, age, national origin, or ancestry.