

## Institute for Higher Education Policy Communications Intern, Summer 2018

The Institute for Higher Education Policy (IHEP) is a nonpartisan, nonprofit organization committed to promoting access to and success in higher education for all students. Based in Washington, D.C., IHEP develops innovative policy- and practice-oriented research to guide policymakers and education leaders, who develop high-impact solutions to address our nation's most pressing education challenges.

### Primary Responsibilities

Responsibilities include, but are not limited to, assisting with projects such as the following:

- Support efforts to increase awareness of, and commitment to, our mission by assisting in the creation of traditional and new media relations strategies and tracking their results; collecting and distributing clips; creating social media collateral; building media lists; tracking media; and creating media reports.
- Assist in tracking and evaluating the public conversation on state and federal education issues and policies.
- Conduct issue-related research, including identifying and compiling pertinent education news stories.
- Support our national campaign on college affordability by creating social media content and assisting with outreach to students and institutions of higher education.

### Qualifications and Experience

- An undergraduate student interested in, and familiar with, strategic communications, digital media (Twitter, Facebook, Hootsuite, Canva, etc.) and/or public relations;
- Availability to work 35 hours per week.
- Excellent oral and written communications skills;
- Desire to work in a social justice-minded, advocacy environment, and an interest in education policy and/or practice;
- A strong critical thinker who is self-motivated and able to work both independently and collaboratively;
- Excellent organizational and follow-through skills and attention to detail; and
- Strong computer skills, including proficiency in MS Office applications (Word, Excel, PowerPoint, Outlook). Knowledge of communications data management platforms is a plus.

### HOW TO APPLY:

Compensation is competitive and commensurate with experience. This position is based in Washington, D.C.

Interested candidates should provide:

1. A cover letter
2. A resume
3. A list of at least three references (including at least one direct supervisor)



4. A writing sample. The writing sample should be a maximum of three pages, single-spaced. An excerpt from a longer paper is acceptable.

To apply, please click [here](#).



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