

## Institute for Higher Education Policy Communications Intern, Spring 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 policies that will address our nation's most pressing education challenges.

### 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 between 16-24 hours per week through the spring semester.
- 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 a cover letter, resume, list of at least three references (including at least one direct supervisor), and one writing sample. The writing sample should be two to three pages, and an excerpt from a longer paper is acceptable.



We will review applications on a rolling basis, but have a priority deadline to apply by October 27, 2017.

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



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