

Institute for Higher Education Policy
Summer 2017 Operations Intern

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.

JOB SUMMARY:

The IHEP Operations Intern is a member of the operations team and will support the day-to-day functions of the organization including, but not limited to, governance, accounting, planning, purchasing, human resources, and provide administrative support to the chief financial and administrative officer.

PRIMARY RESPONSIBILITIES:

- Maintain vendors in the accounting system including updating addresses, EIN numbers, and payment methods.
- Assist in coordinating the onboarding of a new technology consulting firm to work with IHEP.
- Assist in an office renovation project.
- Update, maintain, and develop content for the organization's intranet system to include training platforms, policies and procedures, and workflow processes.
- Provide day-to-day management of the office administration and space, including maintaining office supplies, asset inventory, and filing documentation to ensure that the facilities are properly maintained and appear clean and orderly.

QUALIFICATIONS:

- Prior experience working in an administrative or operations support role.
- Availability to work 35 hours per week.
- Superb written and oral communication skills.
- Strong critical thinking and problem solving skills.
- A keen interest in understanding and learning the functions of a non-profit organization.
- Excellent organizational and attention to detail skills.
- Is proactive and has diligent follow-through skills to move tasks and projects to completion.
- Ability to work both independently and collaboratively.
- Strong computer skills, including proficiency in MS Office applications (Word, Excel, PowerPoint, Outlook).

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, and list of at least three references (including at least one direct supervisor). We will review applications on a rolling basis, but have a priority deadline to apply by May 19, 2017.

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

