MPA Local Government Intern

Description
The University of Montana’s MPA program in partnering with the City and County of Missoula to create a yearlong local government intern. The intern who fills this position should expect to learn the about local government from top to bottom by working on a variety of research projects for the city and county. It is essential that applicants to this position have excellent communication skills, demonstrate creativity, and understand the importance of being able to work independently. This position is open to students admitted to the University of Montana’s MPA program that are enrolled in either our in-person or online degree program. The selected intern has the flexibility to work remotely, but deadlines must be met.

Responsibilities
- Provide research assistance for city and county of Missoula research projects
- Research grant opportunities and assist with grant submissions
- Write press releases, public education and outreach materials, and other documents
- Write reports pertinent to the demands of the city/county
- Provide support to joint-departmental initiatives
- Assist with projects of student interest

Requirements
Students applying for this internship must have strong communication skills, an interest in local governance, and should be a fully admitted online or in-person UM MPA student.

Applicants should also have strong writing skills, ability to work independently on research projects and experience Microsoft Office applications.

Must be able to intern for the 2017-2018 academic year; work 8-10 hours per week for the fall and spring semesters.

The direct supervisor for the student intern is Eran Pehan, Director of Housing and Community Development.

Start date: September 1, 2018

Compensation and Course Credit: The selected student will receive 6 total internship and/or independent study credits to serve as MPA electives towards degree requirements. A small stipend ($1,000) per semester will be provided.

How to apply:
Send a resume and short cover letter to Dr. Sara Rinfret (sara.rinfret@umontana.edu) by August 15th.