MPA Program Intern

Description
The University of Montana’s MPA program is seeking a student internship in providing assistance with programmatic needs. The intern who fills this position should expect to learn about national core competencies required for MPA programs across the US, linked to NASPAA (national accreditation body). Applicants for this position must have excellent writing, communication, and research skills. A strong sense of creativity is also desired. 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
- Assist the MPA Director with:
  - Alumni relations
  - Write press releases
  - Research for accreditation standards
  - Marketing/social media for the MPA program
  - Data collection and entry
  - Assist with program related projects
  - Organization of events
  - Ability to learn and design surveys using Qualtrics
  - Creation of field trip opportunities for MPA students

Requirements
Students applying for this internship must have strong communication skills 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 with Microsoft Office applications and survey research tools.

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 Dr. Sara Rinfret, MPA Director.

Start date: September 1, 2018

Compensation and Course Credit: The selected student will receive 1-6 total internship and/or independent study credits to serve as MPA electives towards degree requirements. A stipend of $500 per semester, contingent upon available funding.

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