

Burton K. Wheeler Center Undergraduate Internship Program

Position Description:

The Wheeler Center Undergraduate Interns are recruited and competitively selected from across Colleges and Departments on the MSU campus. Interns are motivated, energetic undergraduate students eager to engage in fulfilling the mission of our organization. Housed at Montana State University, the Wheeler Center works to assert, as Senator Wheeler did, that enlightened discussion of public policy is the cornerstone of our democracy. The Center is the only educational forum in the state where issues that affect Montana and the region are taken up in a regular, systematic and rigorously non-partisan way. Interns may have a general interest in public policy, Montana politics and history, or current Wheeler Center programming.

To be successful as an Intern, you should be willing to help with any tasks assigned by the Wheeler Center Fellow, Executive Director and Program/Administrative Assistant. You will be involved in upcoming projects as well as assisting with current campaigns. Some projects will require substantial independence, while for others you may be asked to work closely under other team members. You will be expected to meet educational and developmental goals through this internship. These will be developed collaboratively with the Student Fellow based on departmental guidelines at the beginning of the internship. Work will constitute approximately 5-10 hours per week.

Intern Responsibilities May Include:

- *Programming*
 - Content planning
 - Speaker/panelist invitations
 - Communication and coordination
 - Event logistics
 - Event marketing
- *Center Operations*
 - Communications and marketing
 - Fundraising and development
 - Board and committee coordination
 - Strategic planning
 - Records and data management
 - Updating social media platforms
- *Policy or Issue Research and Writing*
- *Polling/Survey Support*

Interns Requirements:

- Undergraduate student (preferably with 60 or more credits earned)
- Eagerness to work on a wide range of projects.
- Engagement in the program for experience as well as learning opportunities.
- Excellent verbal and written communication skills.
- Proficiency or willingness to learn Microsoft Office, Dropbox, Facebook, and Instagram.
- Ability to multitask.
- Ability to self-direct and ask for help as needed.
- Interest in public policy, history or public affairs.

Benefits:

- Academic internship credit may be applied for through your department.
- Work may be directed toward your personal interests and developmental goals.
- Opportunity to gain connections.
- Opportunity to gain an awareness of public policy in Montana.

Duration: Fall Semester 2021 (Work will be completed only when class is in session and allowances for class schedule and variability in workload will be permissible).

Additional Comments: We will only be accepting one intern for the Fall 2021 semester.

Contact Information: Please feel free to reach out to Student Fellow, Melissa Widas, with questions. She can be contacted via email at mel.widas@gmail.com.