

Arizona Board of Regents Intern Opportunities

Summary

The Arizona Board of Regents offers intern opportunities in Communications and Government Affairs for students from Arizona's public universities. These are paid positions and are eligible for course credit. Positions are a minimum of 15 hours/week and no more than 19 hours/week. Intern opportunities are in coordination with the student's academic unit and can be available for credit. The internships offer broad experience and mentorship to support the student's academic development.

Interns will be compensated at a rate of \$15.15 per hour.

The board periodically recruits for the following intern opportunities:

- **Events and Engagement Intern**

Interns will provide support for planning and execution of convenings, events, and outreach. Assist with event logistics, including scheduling, materials, and run-of-show, and on-site support. Providing event communications, and on-site virtual event support to ensure smooth execution.

- **Government Affairs Interns**

Interns support policy and government affairs work through research, data entry and writing. Interns are expected to demonstrate strong attention to detail and the ability to organize complex information into clear, accessible formats.

- **Graphic Design Interns**

Interns support visual storytelling and brand execution across platforms. Responsibilities may include developing graphics for digital and print use and ensuring consistency with ABOR's visual identity.

- **Communications and Multimedia Interns**

Interns assist with content creation and storytelling across channels, including social media, web, video and digital communication. Responsibilities may include writing, multimedia production, content planning support and amplification of key initiatives.

Requirements

Basic knowledge of Microsoft Office applications (Word, Excel, PowerPoint and Outlook). Strong AP-style writing skills. You must have the ability to work independently as well as collaboratively; possess excellent organization and communication skills; can pay attention to detail. Must be available to work in our Phoenix office and must have a mode of transportation.

About the Arizona Board of Regents

The Arizona Board of Regents (ABOR) is the governing body of Arizona's public university system -- Arizona State University, Northern Arizona University, University of Arizona and their branch campuses. The Arizona Board of Regents is committed to ensuring access for qualified residents of Arizona to undergraduate and graduate institutions; promoting the discovery, application, and dissemination of new knowledge; extending the benefits of university activities to Arizona's citizens outside the university; and maximizing the benefits derived from the state's investment in education. It seeks to provide leadership and a unifying voice on key higher education issues and to influence public policy through advocacy and initiatives founded upon evidence-based research.

How to Apply

Applicants should send a cover letter, resume, the names and contact information of three professional references who are able to speak to the qualifications listed above. In addition; Events and Engagement Intern, Graphic Design, and Communications and Multimedia applicants must also include three to five work samples including writing, social and digital media content to hr@azregents.edu.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other basis protected by law.