Mansfield Center Graduate Student Internship Position

Please note: this position is available as paid employment with an option for internship credit.

Description
The Maureen and Mike Mansfield Center, the Rocky Mountain West’s premier center for global relations, leadership, and ethics in public affairs, is seeking a motivated, year-long intern to manage administrative functions for the Montana New Leadership program and other assigned projects through the Center.

NEW Leadership is a national bi-partisan program developed by Rutgers University’s Center for American Women and Politics (CAWP). The purpose of New Leadership is to educate college women about politics and leadership and encourage them to become effective leaders. The intern who fills this position should expect to support women’s leadership, mentorship, and networking. It is essential that applicants to this position have excellent communication skills, attention to detail, can meet deadlines, and work independently. This position is open in priority to students admitted to the University of Montana’s MPA Program, but open to any graduate students enrolled full-time at UM. Learn more at: http://www.umt.edu/mansfield/academics/newleadership/default.php

Responsibilities
- Provide planning and research assistance for Montana New Leadership (MNL)
- Recruit statewide fellows
- Maintain UM Box documents
- Assist with communication and outreach, including through print, email and social media
- Provide support for the Montana New Leadership Academic Director
- Assist with additional Mansfield Center U.S. Department of State and other projects to supplement MNL work. Tasks may include those similar to MNL but for international programs; escorting international fellows on program appointments; conducting research on international exchange locations such as Peru; etc.

Requirements
- Excellent oral and written communication skills.
- Fluent in Microsoft office applications: Word, Email, Excel, PowerPoint, etc.
- Ability to be trained in Cascade web platform management.
- Ability to work independently.
- Interest in women’s leadership, community development, international engagement, and multi-cultural populations.
- Enrolled as a full-time UM graduate student.
- Available for the full 2018-2019 academic year at approximately 10-20 hours per week.
- Available to work full time during the MNL Institute June 20-27, living in the dorms as a mentor to 15 undergraduate participants June 23-27.

Co-Supervisors: Sara Rinfret, MNL Academic Director and Deena Mansour, Mansfield Center Associate Director.

Start date: On/about September 7, 2018

Compensation and Course Credit: The selected student can receive 3-6 total internship and/or independent study credit for their respective graduate program upon approval. The selected student will be paid $12/hour.

How to apply:
Send a resume and short cover letter to Dr. Sara Rinfret (sara.rinfret@umontana.edu) by August 15, 2018.