

PI SIGMA ALPHA, THE NATIONAL POLITICAL SCIENCE HONORS SOCIETY

POSITION ANNOUNCEMENT

POSITION TITLE: Administrative & Communications Intern (Spring 2022)

SALARY: \$20/hour

REQUIRED EDUCATION: High school diploma

POSITION SUMMARY

Pi Sigma Alpha, the national political science honors society, seeks a part-time Spring 2022 intern who will provide administrative, organizational, and communications support to the Member Support Specialist and the Executive Director. The intern's responsibilities will include: filing and general organizational tasks, database maintenance, communicating with members and chapters, and providing staff support for the 2022 Virtual National Student Research Conference (March 4-6, 2022). Pi Sigma Alpha is seeking a high-energy team player who is detail-oriented and has a strong work ethic. A central goal of Pi Sigma Alpha is to increase engagement with and support for a diverse collection of members from a variety of backgrounds and institution types, and to create an overall environment of inclusivity. Thus, strong candidates will have experience working with diverse populations, and will provide evidence of being committed to furthering a climate of inclusivity and collaboration. The position is based in Washington, DC, but may include some remote work. The internship will begin as soon as a candidate is selected, and will last through May 2022.

STATUS & HOURS

Part-time (non-exempt); 10-15 hours per week

REPORTING RELATIONSHIP

Reports to the Member Support Specialist

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

- Provide administrative and organizational support
- Update databases
- Communicate with chapter advisors, administrators, and members
- Assist with planning and logistics for the Undergraduate Research Conference

MINIMUM QUALIFICATIONS

- Excellent organizational skills with high attention to detail and adherence to deadlines;
- Experience with file and database management;
- Strong communication skills;
- Experience working with diverse populations and a commitment to equity and inclusion;
- Sound judgment and initiative related to independent action and problem-solving;
- Ability to write clearly and concisely;
- Ability to maintain confidentiality while working on sensitive tasks;
- Fluency in Microsoft Office and Google Suite.

PREFERRED QUALIFICATIONS:

- Familiarity with the political science discipline.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

This position requires the manual dexterity sufficient to operate phones, computers, and other office equipment, and the ability to sit and to use a computer for significant periods of time.

ABOUT PI SIGMA ALPHA

Founded at the University of Texas in 1920, Pi Sigma Alpha's mission is to stimulate scholarship and intellectual interest in political science through a variety of programs for student members and local chapters. A nonpartisan organization, Pi Sigma Alpha is the only honor society for college students of political science and government in the United States. It is open to graduate and upper-level undergraduate students who have met the organization's criteria for academic excellence. To learn more about Pi Sigma Alpha, please visit pisigmaalpha.org. Pi Sigma Alpha is an equal opportunity employer and values diversity, equity, and inclusion among its members and staff. Members of underrepresented groups are encouraged to apply.

HOW TO APPLY

To be considered, submit a resume and a cover letter indicating how your experience and skills align with the description and the essential skills required of the position. Include your application materials in one PDF file and email to office@pisigmaalpha.org with the subject line "2022 Spring Intern." Consideration of applications will begin immediately and continue until the position is filled.