



PAID INTERNSHIP ANNOUNCEMENT
NASPAA's PI ALPHA ALPHA Honors Internship
Washington, DC
Summer 2013

April 2013

This is an exciting internship opportunity that is ideal for a graduate student interested in public service, public affairs education, and academic excellence.

NASPAA is seeking an outstanding master's student in public administration, policy, or management for a full-time intern/project assistant position for approximately 12 weeks during Summer 2013. The individual selected for this position will serve as a student spokesperson and ambassador for Pi Alpha Alpha, the honor society for public affairs students, and will assist the NASPAA staff in supporting and enhancing programs and services for Pi Alpha Alpha. He or she will work directly with senior staff, who will provide direction and supervision.

The Network of Schools of Public Policy, Affairs, and Administration (NASPAA) is a nonprofit association in Washington DC, dedicated to ensuring excellence in public service education and promoting the ideal of public service. It is the membership association of over 280 graduate education programs in public administration, public policy, and public affairs located across the US and around the globe. NASPAA is the accreditor of master's degree programs in these fields, and is the home of Pi Alpha Alpha, the National Honor Society for Public Affairs and Administration. Pi Alpha Alpha (www.naspaa.org/initiatives/honor.asp) recognizes outstanding graduates as well as undergraduate students in public administration, public policy, and public affairs. PAA has 162 chapters at NASPAA member schools, and is growing every year.

Primary responsibilities are expected to include:

- Developing and managing projects to advance Pi Alpha Alpha, which celebrates academic excellence in public affairs students. This could include:
 - Writing and reviewing website and blog content.
 - Helping to implement a new PAA website currently in development.
 - Using social networking to promote the honor society among prospective members.
 - Assisting with inquiries about PAA.
 - Managing database information about PAA.
- Working on projects encouraging student engagement in public service, including national and international opportunities for outstanding students in public administration and policy to meet and work with each other.

There also may be short additional projects if time allows regarding NASPAA projects in public affairs education. The internship may include occasional office duties and projects as assigned.

The intern/project assistant position will pay \$12-14 per hour, depending on experience and student status, and is expected to be up full-time (35-40 hrs/week). Applicants not from the DC are also eligible for a special Pi Alpha Alpha-supported housing stipend of \$500. Applicants with an interest in fewer hours per week will be considered, but should indicate that in their application.

QUALIFICATIONS

- Applicants should have completed at least two semesters of a master's program in public policy, public administration, or public affairs. International students may apply if they possess a visa that permits them to work in the US.
- Membership in Pi Alpha Alpha, or interest in qualifying, is a plus.
- Excellent analytical skills, strong technical skills and facility in exploring software applications.
- Experience with databases and website design is desirable.
- Strong written and oral communication and interpersonal skills
- Well-organized, a self-starter, and confident in dealing with academics and nonprofit professionals.
- A strong interest in public service and public service education, and/or an interest in higher education or nonprofit management

NASPAA is located in downtown Washington, one block from the McPherson Square Metro station and four blocks from the White House.

Application Deadline

The review of materials will begin immediately and will continue until the position is filled. A limited number of applicants will be selected for interviews. This internship is a time-limited position and does not include benefits. NASPAA is an equal opportunity employer.

Application Process

Please e-mail your **letter of interest and resume** to projectassistant1@naspaa.org, using the subject line "Application for Summer 2013 Pi Alpha Alpha Honors Internship". A list of references will be required from candidates selected as finalists.

www.naspaa.org