

**County Supervisors Association Policy and Public Affairs Internship Program**  
**Fall and Spring**

**Position Description**

The internship offers an undergraduate senior or graduate student a unique experience with unparalleled exposure to state and county policy making, including supporting policy development processes and meetings with elected officials and senior county management throughout the state. Selected students will receive an excellent opportunity to develop marketable professional skills and to gain a broad understanding of state and local governmental policy and the significant role played by county governments in the provision of public services.

The County Supervisors Association (CSA) Policy and Public Affairs Internship Program is administered through ASU's Watts College of Public Service and Community Solutions - School of Public Affairs.

Visit [countysupervisors.org/internship](http://countysupervisors.org/internship) for additional information on the internship opportunity.

**Intern Experience Description**

Duties and responsibilities of the policy and public affairs intern will center on various academic and administrative projects that may include but are not limited to:

- **Substantive Research Projects** that result in useful deliverables for both internal consumption and for external circulation, including qualitative and quantitative research and analysis of county program and administrative areas, including planning and zoning, health, or environmental departments, and funding analysis for policy areas like healthcare containment strategies, transportation infrastructure, and court and criminal justice functions.
- **Data Analysis and Collection** to support county and state level decision making. Opportunities to perform data analysis, build static and interactive data visualizations and reports.
- **Regular Writing Assignments** that focus on policy and clear, concise communication of a position that is geared to elected county, state and federal officials, as well as general communications for popular consumption.
- **Public Speaking** before Board of Directors and stakeholder workgroups.
- **Event Preparation** Assist in the preparation and planning for various meetings and policy conferences supporting the Board of Directors, County Managers Association and Legislative Policy Committee.

**About the County Supervisors Association**

The CSA is a non-partisan forum for Arizona's 61 elected county supervisors to address important issues facing local constituents, providing a mechanism to share information and to advance a proactive state and federal policy agenda.

CSA's core goals are to protect and enhance county authorities and resources in order to promote efficient, responsive constituent services, and to develop and disseminate information to assist state and local decision-making.

CSA serves as a critical nexus between local county officials and the state's legislative, executive, and judicial branches.

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### **Dates of Internship**

Fall - August– December; Spring – January - April

### **Hours**

40 hours per week.

Work as an intern will be conducted during general business hours, 8:00 am – 5:00 pm, Monday through Friday, with some flexibility negotiable.

### **Benefits/Compensation**

Successful candidates would receive:

- Waiver of ASU tuition and fees (student will be responsible for any fees associated with specific degree program)
- Stipend of \$5,000 paid for project work performed and subject to the employee manual that governs personnel policies and practices of the association.
- Academic credit toward degree, depending on major and degree, as well as Department or School requirements
- Relevant work experience, skills and industry knowledge for their chosen career
- Opportunity to build a network of professional connections for career advancement

### **Skills and Qualifications:**

The ideal candidate will be deadline-driven and able to manage multiple projects at once. Candidate must be a strong writer with an interest in local government and public policy development.

#### *Minimum Qualifications*

- Graduate Student or Undergraduate Senior
- Student in the School of Public Affairs (majors may vary) or other relevant discipline
- Graduate GPA 3.5/Undergraduate GPA 3.75
- Ability to manage multiple projects at once
- Organized and detail-oriented

#### *Preferred Qualifications*

- Proficiency using Microsoft Office – especially Microsoft Excel
- Interest and knowledge of local government and current events

### **To Apply**

Recruitment will open 2-4 months prior to start of Fall or Spring semester

Interested students must send a cover letter, resume, and current official or unofficial transcript detailing your interest and qualifications to Yvonne Ortega, County Supervisors Association Special Projects Manager at [YvonneO@countysupervisors.org](mailto:YvonneO@countysupervisors.org) .