

POSITION: University of Florida Government Relations Intern

LOCATION: 215 S. Monroe Street, Suite 110, Tallahassee, Florida 32303 and Virtual, as appropriate

DURATION: Fall Semester (August 31, 2020 through December 18, 2020)

COMPENSATION: Intern will receive a \$2,700 stipend and be responsible for enrolling in academic credit. Amount of credit and course number will be discussed with the academic unit – Bob Graham Center for Public Service.

SUMMARY OF POSITION ROLE AND RESPONSIBILITIES

Support the mission and vision of UF's Office of Government & Community Relations. Support UF's advocacy network, Gator Advocates. Manage the distribution of Government & Community Relations News (GRNews), Monday through Friday. Support the development of Gator Day. Provide administrative support to and on behalf of the UF Government Relations Office in Tallahassee. Maintain open line of communication with the sponsored academic unit.

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION

[35%] - Support UF's advocacy network, Gator Advocates. Work with members of the government and community relations (GCR) department and with outside consultants to provide content on the G4HE website and social media channels, as well as GCR websites and social media channels, and any action alerts/messages to network. Monitor website. Develop and implement strategies to attract subscribers, followers, and other audience members to the network. Constantly seek ways to improve the advocacy program's engagement. Develop in-depth expertise and knowledge that is helpful when promoting UF to key stakeholders via Gator Advocates.

[25%] – Support the development of Gator Day activities while interfacing with the appropriate entities, departments, persons and groups within UF. Ensure all communications are timely and appropriate. Oversee the development of all event materials, ensuring their timely arrival. Share timely updates with key staff. Conduct, as directed, regular calls with volunteers, vendors, campus representatives and partner organizations.

[20%] – Support UF's Office of Government & Community Relations', Gator Advocates', and other social media platforms and communications tools, as directed (ex. UFGRNews). Identify tactics that may grow the GCR's following and engagement metrics.

[15%] - Interact professionally with legislative staff members, elected and appointed officials, UF employees, alumni, and students to promote UF on a state and national level. Identify and assist UF in pursuing programs and initiatives that enhance faculty and student enrichment opportunities (such as advisory groups, panels, or internships).

[5%] – Support the administrative functions of the GCR Tallahassee Suite.

PREFERRED QUALIFICATIONS:

- Seeking degree in Political Science, Public Affairs, Public Leadership, Communications, Public Relations, or another related field
- Knowledge and understanding of the University of Florida

- Interest in Florida Politics
- Knowledge of Microsoft Office: Word, Excel, and PowerPoint, Constant Contact and various social media platforms

APPLICATION PROCESS: Submit your resume and cover letter expressing why you would benefit from this experience to gfhe@ufl.edu by July 22nd. Include “Internship” and your last name in the subject line (ex. Internship_Smith). Virtual interviews will be scheduled during the week of July 27, 2020.

For more information about this position and other opportunities, please contact:

Samantha Sexton
Director of Government Relations
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