Vanderbilt University’s D.C. based Office of Federal Relations is seeking an enthusiastic Vanderbilt University student interested in higher education and science public policy for a fall and spring semester internship. This internship will provide you with a firsthand look at the federal policymaking process and the role that advocates play in influencing public policy.

As one of the nation's top research universities, Vanderbilt University plays an important role in the federal process. Both as a recipient of federal grant money, and as an expert provider of cutting-edge research and analysis, Vanderbilt’s voice is vital to the consideration of national policy issues. Among the many topics on which the Office of Federal Relations focuses are higher education policy; student aid; international student access; funding for research in science, engineering and the humanities; healthcare; tax issues and intellectual property issues.

As an intern, your responsibilities will include:
- Researching public policy initiatives related to higher education, and federally funded research
- Tracking legislation related to the University’s priorities
- Attending hearings and briefings on and off Capitol Hill
- Publishing a weekly newsletter that is sent to Capitol Hill staff
- Drafting weekly blog posts for use on Facebook and Twitter
- Updating communications tools including our issue and district based one-pagers
- Assisting the Legislative Analyst and Assistant Director with administrative tasks

The ideal candidate would have a strong interest in the Federal policy process and a background in political science, public policy, the biological or physical sciences or engineering. Strong writing skills and critical thinking skills are a must!

The internship is a full or part time commitment. We will work with you to coordinate an appropriate start and end date and weekly schedule based around your classes. This is an unpaid internship although we are willing to work with you to earn academic credit. We may be able to provide a modest supplement for public transportation expenses.

To apply, please provide Gabriella Ra’an at gabriella.raanan@vanderbilt.edu with a cover letter and resume by August 1 for a fall semester internship and December 1 for a spring semester internship.