

## Position Overview Legislative Internship

The Washington State Board for Community and Technical Colleges invites applications from interested students enrolled in Washington state's 34 community and technical colleges for the 2024-2025 Legislative Session Internship.

***There will be two Legislative Internship positions, (both positions will be in-person based in Olympia). One position will be focused on government relations and one position will be focused on student services/engagement.***

## Mission and Vision Statement

Leading with racial equity, our colleges maximize student potential and transform lives within a culture of belonging that advances racial, social, and economic justice in service to our diverse communities. We challenge, empower and embolden ourselves and our colleges to deliver equitable higher education through antiracist policies that ensure economic vitality across Washington. Our values are focused on racial equity and social justice, accountability, community and culture building, service, humor, collaboration and innovation.

## Principal Activities

- Serve as the student voice that provides updates to the State Board for Community and Technical Colleges; board members during regular board meetings.
- Provide student perspective and voice on legislation and issues to members of the Legislature and to college system.
- Track and monitor legislation of interest to the college system, including working with policy leads.
- Attend legislative hearings and floor debates, (preferred in-person but option for virtual).
- Prepare testimony and testify before legislative committees on legislation of interest to the community and technical college system (preferred in-person but option for virtual).
- Meet with members of the Legislature in-person with the government relations team and other State Board staff.
- Attend meetings at the State Board offices on legislative strategy.
- Attend meetings with the executive director, deputy executive director for education, and department directors to learn about the State Board and college system operation.
- Assist in recruiting and preparing community and technical college students to testify on college related bills.
- Assist with office work as needed, including writing a weekly blog written for college system constituents like presidents, trustees, State Board members.

## **Scope of Work**

### **Fall Quarter**

- On-Boarding understanding the agency, sector, and structure.
- Legislative training
- Partnership development
- Student Voice engagement

### **Winter Quarter**

- Legislative Session work including weekly meetings, testimony, committee review, hearing review, work session development, policy analysis, etc.

### **Spring Quarter**

- Overview of session
- Budget overview
- Policy implementation
- Development of student legislative priorities for next session

## **Qualifications**

### **Minimum qualifications**

- Currently enrolled student at a Washington state community or technical college.
- Must be enrolled in and pursuing a degree or certificate.
- Must comply with college requirements and qualifications.
- Ability to work primarily in-person and occasionally in a virtual environment with reliable access to Wi-Fi.

### **Desired qualifications**

- Cumulative GPA of 2.5 or higher.
- Ability to have a reduced academic credit load.
- An interest in state government and the legislative process.
- High level of professionalism.
- Strong written and oral communication skills.
- Ability to handle a fast-paced online work environment with an emphasis on teamwork.
- Self-starter and ability to work independently in a remote online environment.
- Ability to effectively use Outlook, Microsoft Office, and video conferencing software (i.e. Zoom, Webex).

## **Compensation**

**Rate of Pay:** \$18.00 per hour

**Location:** Olympia, WA

## **Application Timeline**

**Open Date:** Monday, Aug. 19, 2024

**Close Date:** Friday, Sept. 27, 2024

## Position Schedule

This is a part-time, up to 17-hour per week position for the majority of the academic year. Work will be completed in a primarily in-person environment, with occasional virtual environment. Interns may also be invited to virtual events in Fall, Winter, and Spring quarters. Attendance at these events will be paid and are not mandatory to attend.

Recruitment and screening of applications will be ongoing until the position is filled. However, to ensure full consideration, return completed materials by 5 p.m. on the closing date. Note: Agency hiring authorities reserve the right and may exercise the option to make a hiring decision prior to the conclusion of the recruitment process.

## Supervision Reporting

This position reports to the Government Relations Liaison and Student Services Policy Associate.

## Application Process

Interested candidates may apply by submitting the following items by 5:00PM on Friday, September 27, 2024:

- Letter of Recommendation from a staff or faculty member at your college. We encourage you to submit a letter from your campus; Student Life Director.
- List of two references with contact information. References are typically conducted after interview.
- If the internship will be used for academic credit, a signed learning agreement can be completed after hire.

**To apply:** <https://www.sbctc.edu/about/jobs/>

Directions:

1. Select the link to access our careers site.
2. Sign In to access your account or if you are not an existing user select the New User link to create one.
3. Review the job description and select the Apply button to begin your application.  
[https://hcprd.ctclink.us/psp/tam/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_SEARCH\\_FL.GBL?Page=HRS\\_APP\\_JBPST\\_FL&Action=U&FOCUS=Applicant&SiteId=200&JobOpeningId=14165&PostingSeq=1](https://hcprd.ctclink.us/psp/tam/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=200&JobOpeningId=14165&PostingSeq=1)

If you are a current employee of our organization please use the following link instead:

[https://hcprd.ctclink.us/psp/hcprd/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_EMP\\_FL.HRS.CG\\_SEARCH\\_FL.GBL?Page=HRS\\_APP\\_JBPST\\_FL&Action=U&SiteId=200&FOCUS=Employee&JobOpeningId=14165&PostingSeq=1](https://hcprd.ctclink.us/psp/hcprd/EMPLOYEE/HRMS/c/HRS_HRAM_EMP_FL.HRS.CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&SiteId=200&FOCUS=Employee&JobOpeningId=14165&PostingSeq=1)

## Contact

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