



Nevada Department of Education

Administrative Internship

The Nevada Department of Education is seeking an Administrative Intern for SY 19/20. These positions are assigned to the Superintendent's Office and are responsible for assisting with a wide range of projects and assignments relating to policy development, legislation, public affairs and administrative support for department level activities and events.

Office Locations: 700 East Fifth Street, Carson City, NV 89701
2080 East Flamingo Road, Ste. 210. Las Vegas, NV 89119

Examples of job duties include:

- Issue/topic research, information collection, data entry, analysis and reporting
- Assisting with communications/media projects such as press release development, video production, and social media monitoring
- Responding to legislative and public inquiries or requests for information
- Planning and staffing special events and meetings
- General outreach activities

Essential Knowledge and Required Skills: Applicants should possess a general knowledge and understanding of government and political systems and have strong interpersonal, communication, organizational and computer skills. Applicants must be a self-starter – able to take the initiative to find information, plan and execute projects with limited supervision or instruction.

Comments: Professional conduct and attire is required. A limited amount of afterhours work and travel may be required.

To apply for this internship opportunity, please send the following documents to Dr. Jonathan Moore, Deputy Superintendent of Student Achievement at jpmoore@doe.nv.gov:

- Resume
- Letter of intent
- Most recent transcripts
- 2 professional letters of recommendation