



## OGR Fellowship

The University of Illinois System Office of Governmental Relations is accepting applications to fill two (2) available paid positions as student fellows with the office. The OGR Fellowship is a year-long opportunity for students interested in developing a career in government or government relations to work hands on with the U of I System's government relations teams. Fellows will work directly with OGR staff to assist with implementing the office's communications plan, review and flag new legislation introduced in the state government, and represent the U of I System in legislative meetings. Fellows will have the opportunity to share their personal experiences as students with legislators as a part of regular advocacy meetings. Fellows can expect to develop critical thinking skills related to government relations work; network with alumni, staff and professionals in the field; learn to analyze legislation; practice lobbying; and build a strong foundation to start a career in government or government relations.

\*\*At this time, the Office of Governmental Relations is working remotely and will reassess on-site work as pandemic recovery progresses. \*\*

### Assigned duties for fellows are as follows:

- Draft monthly e-newsletters for OGR and weekly state relations report (during session)
- Assist with website updates (uploading e-newsletters, issue content, and photos).
- Aid in weekly strategic social media planning.
- Draft meeting requests and other correspondence on behalf of U of I administrators and faculty
- Attend briefings and/or hearings and compose summaries.
- During ILGA session, work on bill review on a weekly basis.
- Work in our government relations software
- Complete research projects as assigned.
- Perform general office duties including answering phones, entering contacts, and technical support.
- Other duties as assigned.

### Applicants should possess the following skills:

- Excellent written and verbal communication skills. Familiarity with AP writing style is a plus.
- Experience developing content for social media.
- Ability to complete tasks and projects individually.

### Time Commitment

- Fellows are expected to work at least 15 hours per-week with some weeks expanding up to and over 20 hours depending on the workload.
- Due to the nature of government relations work, flexibility to work on last minute projects with the team is an important part of this role.
- OGR is very flexible on scheduling hours and time off.

### Compensation

- This fellowship is a paid opportunity at an hourly rate of \$12.

### Start/End Dates

- This position will begin in May/June 2021 with some onboarding beginning in April 2021.
- This position will conclude in May 2022

Interested applicants should send their resume, cover letter and one letter of recommendation to Mitch Dickey at [mdickey2@uillinois.edu](mailto:mdickey2@uillinois.edu) by 11:59 p.m. on Sunday, March 21. Resumes and cover letters should exhibit experience in government and/or government relations work and convey an interest in pursuing a related career after graduation.

**APPLICATION DEADLINE: 11:59 PM - SUNDAY, MARCH 21**