University of Maryland
2 Job Postings For October 2014
Spring 2015 Education Policy Intern
HCM Strategists

**Position Type:** Internship (Fall or Spring Part-Time)

**Desired Major(s):** Behavioral and Social Sciences/Government and Politics, Education/Policy Studies and Organizational Leadership (GRAD), Education/Higher Education, Student Affairs, and International Education Policy (GRAD), Public Policy/Public Policy (GRAD)

**Location:** Washington, District of Columbia (United States)

**Description:**

INTERNERSHIP OPPORTUNITY – EDUCATION
HCM Strategists, LLC

Where: HCM Strategists, LLC
1156 15th Street, NW, Suite 850
Washington, D.C. 20005

When: Spring 2015; full or part time

About Us: HCM Strategists was founded on the belief that sound public policy drives progress. Innovation and creative ideas for improving the nation’s education and health find a foothold when embraced by state and federal decision makers. The resulting public policy ensures that good ideas spread boldly to effect change in our communities.

Achieving policy change in a reasonable time frame takes a combination of high-level government experience, a network of strong relationships, and the ability to find a fresh, creative approach to addressing the issues. When you can enlighten all participants by capturing their attention, finding common ground, and building strong alliances, success is within reach. For more information on our firm, please visit our website at www.hcmstrategists.com.

**Qualifications:** Graduate degree preferred, or currently enrolled in a graduate level program. Ability to translate and broadly communicate complex research, policy and legislation topics for a variety of audiences.

**Responsibilities:** Interns with HCM Strategists perform a variety of tasks that support our partners and staff in our legislative, media, research and policy, and administrative work.

Legislative tasks may include:
- Legislative research, including assembling information for clients related to federal or state-level education legislation;
- Monitoring federal legislative hearings and mark-ups, either on-line or in-person and writing synopses of proceedings for client updates;
• Compiling and assembling client briefing materials for Capitol Hill or Administration visits/meetings.

Media tasks may include:
• Monitoring education policy-related publications for relevant news stories, related to client interests and activities;

Research and policy tasks may include:
• Research on state and federal education activities;
• Assembling information on relevant topics as needed; and
• Attending meetings that may be of interest to clients and writing a synopsis.

Administrative tasks may include:
• Compiling and assembling information requested by clients, as necessary;
• Review of both client and HCM documents; and
• Assisting with general client meeting planning tasks.

HCM will gladly work with the student’s academic department to ensure the internship meets course requirements, which may earn the student course credit for the experience. Intern is responsible for furnishing HCM with details of the course requirements, in order to ensure the experience aligns with the required objectives.

Equal Opportunity Statement
HCM Strategists is an equal opportunity employer affording all employees and job applicants’ fair and equal treatment. HCM complies with the letter and spirit of all applicable federal, state, and local laws prohibiting employment discrimination, including discrimination based on race, age, color, gender, religion, national origin, marital status, family responsibilities, sexual orientation, veteran status, and disabilities.

Qualities Sought: Ability to work in high-paced environment, enthusiasm, commitment, ability to work well with others, interest in issue areas, openness-mindedness, effective verbal and written communication skills, and a sense of humor.

Skills Needed: Proficient with Microsoft Office.

To Apply:
Please send cover letter, resume and writing sample to intern@hcmstrategists.com with Spring 2015 Education Intern in the subject line or fax to (202)547-2224.
Your writing sample should include a policy position paper or a memo which outlines specific policy recommendations.

<table>
<thead>
<tr>
<th>Job Function:</th>
<th>Consulting, Education/Teaching</th>
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<tbody>
<tr>
<td>Desired Class Level(s):</td>
<td>Junior, Senior, Masters Candidate</td>
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<td>Salary Level:</td>
<td>$500 per month</td>
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**Qualifications:** Qualities Sought: Ability to work in high-paced environment, enthusiasm, commitment, ability to work well with others, interest in issue areas, open-mindedness, effective verbal and written communication skills, and a sense of humor.

Skills Needed: Proficient with Microsoft Office.
Fall 2014 Graduate Health Policy Intern
HCM Strategists

**Position Type:** Summer Internship, Internship (Fall or Spring Part-Time)

**Desired Major(s):** Public Health/Public Health (MPH), Public Health/Health Administration (MHA), Public Health/Public Health Practice and Policy, Public Policy

**Location:** Washington , District of Columbia (United States)

**Description:** INTERNSHIP OPPORTUNITY – HEALTH HCM Strategists, LLC

Where: HCM Strategists, LLC
1156 15th Street, NW, Suite 850
Washington, D.C. 20005

When: Spring 2015; full or part time.
About Us: HCM Strategists was founded on the belief that sound public policy drives progress. Innovation and creative ideas for improving the nation’s education and health find a foothold when embraced by state and federal decision makers. The resulting public policy ensures that good ideas spread boldly to effect change in our communities. Achieving policy change in a reasonable time frame takes a combination of high-level government experience, a network of strong relationships, and the ability to find a fresh, creative approach to addressing the issues. When you can enlighten all participants by capturing their attention, finding common ground, and building strong alliances, success is within reach. For more information on our firm, please visit our website at www.hcmstrategists.com.

Qualifications: Minimum M.A., or currently enrolled in a M.A. program. Ability to translate and broadly communicate complex research, policy and legislation topics for a variety of audiences. Experience on Capitol Hill a plus.

Responsibilities: Interns with HCM Strategists perform a variety of tasks that support our partners and staff in our legislative, media, research and policy, and administrative work.

Research and Policy
• general and topic specific research for clients and partners
• compose briefing papers and legislative memos
• research on health care reform specific to how it impacts client’s areas of interest

Legislative
• attend hearings and briefings
• draft hill briefing memos
• track the hearing schedules of key committees to identify hearings of interest
• track requests for Congress member sign on to support legislation or other action
• outreach to congressional offices to promote attendance to briefings, roundtables, etc
• assist in scheduling meetings for partners, staff and clients on Capitol Hill, the Administration and government agencies

Media
• track news items relevant for clients

Administrative
• schedule meetings for clients, partners and staff
• arrange conference calls
• compiling and assembling client briefing materials for Capitol Hill or Administration visits/meetings

HCM will gladly work with the student’s academic department to ensure the internship meets course requirements, which may earn the student course credit for the experience. Intern is responsible for furnishing HCM with details of the course requirements, in order to ensure the experience aligns with the required objectives.

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Qualities Sought: Ability to work in high-paced environment, enthusiasm, commitment, ability to work well with others, interest in issue areas, open-mindedness, effective verbal and written communication skills, and a sense of humor.

Skills Needed: Proficient with Microsoft Office.

To Apply:
Please send cover letter, resume and two writing samples to intern@hcmstrategists.com with Spring 2015 Health Intern in the subject line or fax to (202)547-2224.
Please have one writing sample include a policy position paper or a memo which outlines specific policy recommendations.

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Skills Needed: Proficient with Microsoft Office.