

**Administrative Intern, County Technical Assistance Service - IPS (1 Year Appointment)
Pay Grade 40**

The University of Tennessee County Technical Assistance Service is recruiting for an Administrative Intern in our Nashville office. An Administrative Intern assists CTAS and Tennessee County Services Association (TCSA) and its affiliate associations, Tennessee County Highway Officials (TCHOA), Tennessee County Commissioners Association (TCCA) and Association of County Mayors (ACM) offices with administration of the daily office operations. The duties will include assisting in planning, attending and organizing the various conferences hosted by TCSA and its affiliate associations. The duties may include providing up-to-date Legislative information by attending and monitoring committee hearings in person and through the internet and reporting the outcome. Working with the various staff members of the associations and CTAS this position will gather information, provide reports, and maintain records to allow association directors to better manage the information necessary to provide services to their membership.

This is a one year, full-time internship. It starts upon hiring and concludes at the end of 12 months.

In addition, this position requires good writing and communication skills, computer skills and skills in database management in Microsoft Outlook. Also, must be able to work flexible hours. This position requires a four-year college degree. A Bachelor's Degree in Political Science, Pre-Law, Public Administration, or a similar degree is acceptable. Also, some experience in local government, a previous internship and/or government relations are preferred, but not required. A working knowledge of computers is necessary. A valid driver's license is required. Salary is \$3,138.00 per month.

For full consideration, please complete the online application and include cover letter and resume in the application process.

To apply, please visit https://ut.taleo.net/careersection/ut_knoxville/jobdetail.ftl?job=17000000SC.