



# Iowa Association of School Boards® Job Description

**Title:** Student Intern  
**Person in Position:** Vacant  
**Reports To:** Executive Director or Designee  
**FLSA Classification:** Non-Exempt  
**Employment Status:** Temporary (20 hours per week (can be less); maximum of 1,040 hours for one year)

## Position Summary

The Intern program with the Iowa Association of School Boards may be for up to one year. The program is designed to provide participants with a wide range of experiences and opportunities to learn about advocacy, board development, board governance, and policy.

The intern will work independently and with assigned IASB teams. The assignments may span various areas including administration, communications, member relations, education, policy, strategic planning, training, graphic design, and events. This position will report to the Executive Director or designee.

\*\*\*Open to collaborating with students to align with high school or college courses for academic credit.

## Qualifications

1. High school senior or undergraduate college student.
2. A student currently enrolled or planning to enroll in a program in Education, Public Administration, Public Policy, Urban Studies, Communication, Graphic Design, or a closely related field.
3. Ability to work 5–20 hours per week for the program's duration. Schedule will be flexible to support degree completion.
4. Ability to travel between work sites and to off-site events—provide own transportation.
5. Excellent verbal and written communication skills, including proofing, and customer service skills.
6. Advanced knowledge of standard computer software and technology (e.g., Microsoft Office Suite and related programs).
7. Experience using social media (e.g., Facebook, Twitter (X), Instagram, etc.) including planning content in a business setting.
8. Excellent organizational skills and high attention to accuracy and detail.

9. Ability to multitask and meet deadlines with minimal supervision and to collaborate with others as needed.
10. Discreet and capable of maintaining appropriate confidentiality of information provided.
11. Follow IASB policies and procedures.

## Essential Functions

During the internship, we expect the intern will be assigned duties, based on individual skill sets, from the following areas:

1. Perform a variety of administrative support staff duties related to association policies, processes, and programs, while learning the fundamental mission, structure, and operations of the Iowa Association of School Boards.
2. Contribute to advocacy efforts. Examples: Conducting research on relevant policy issues, drafting positions, preparing briefing materials for meetings with policymakers, and assisting in the organization of advocacy events and campaigns.
3. Assist with implementing internal and external communication plans. Examples: Draft articles, documents, memos, FAQs, and resources for use by IASB staff and external use by members.
4. Conduct routine research, identify samples, assemble, and compile data.
5. Create graphic design projects.
6. Applies basic management analysis techniques to help guide decision making.
7. Assist in research and preparation of materials related to board governance, including compiling best practices, drafting governance documents, and analyzing board policies and procedures.
8. Attend and participate in meetings, workshops, and training seminars.
9. Other duties as assigned.

## Core Organizational Functions

1. Project positive, optimistic image to staff, IASB members, vendors, and others.
2. Show commitment to service by responding promptly, courteously, and accurately to requests from members, staff, or others.
3. Practice effective teamwork by contributing to the work of others and collaborating effectively.
4. Exhibit personal accountability and qualities of integrity, ethics, credibility, and a commitment to the association's mission.
5. Follow IASB policies and company procedures.

6. Support innovation and improvement by accepting new challenges, incorporating new learning, and participating in continuous improvement processes.
7. Perform other duties as assigned for the efficient and effective operation of IASB.

## Physical Requirements

1. Able to sit at and operate a computer for extended periods.
2. Able to occasionally lift and/or carry materials or equipment over 25 pounds.
3. Able to walk up and down stairs.
4. Able to occasionally walk and/or stand for extended periods.
5. Able to drive a vehicle.

## Terms Of Employment

At will.

## Evaluation

Performance of this job will be evaluated in accordance with this job description and IASB's evaluation process.

*IASB reserves the right to change this job description for the efficient and effective operation of this association.*

*Published May 2024*