



REGULATORY PROGRAMS SUMMER INTERNSHIP

Regulatory Programs & Compliance Section

Common Interest Community Board | Common Interest Community Ombudsman

CANDIDATE QUALIFICATIONS:

3rd or 4th Year Undergraduate Students *or* 1st Year Graduate Students

DISCIPLINES OF PARTICULAR RELEVANCE:

Public Administration | Government | Marketing | Public Relations | Law | Real Estate | Community Management

TERM: June 1 – August 7, 2015

APPLICATION DEADLINE: April 24, 2015

This is a **funded internship*** with the Virginia Department of Professional and Occupational Regulation ([DPOR](#)), an executive branch agency responsible for regulating certain professions and occupations as determined by the General Assembly. We serve more than 300,000 individuals and businesses across hundreds of license types, ranging from architects and contractors to cosmetologists and professional wrestlers.

The selected individual will act as a **Regulatory Programs Intern** within the agency's Regulatory Programs & Compliance section, supporting staff of the [Common Interest Community Board](#) and the [Office of the Common Interest Community Ombudsman](#) in accomplishing program goals.

The intern, under the direction of the Board Administrator, will assist with and/or learn aspects of regulations, research and data compilation, marketing, outreach, and education. The intern may have the opportunity to participate in several assignments related to education and outreach including:

- Conduct research into best/current practices for educating various audiences/constituencies on statutory and regulatory requirements related to community associations in Virginia.
- Research and compile suggested newsletter content and articles.
- Develop and coordinate the publication of one-page informational handouts and other mass communication materials, in consultation with the agency's Communications Director.
- Research similar outreach programs on a national level.
- Perform other duties as assigned.

PREFERRED Knowledge/Skills/Abilities (KSAs)

- Excellent organizational skills
- Strong oral and written communication skills
- Ability to coordinate multiple schedules, priorities, tasks, and deadlines
- Ability to work independently
- Ability to conduct research, compile and interpret data
- Ability to prepare and design print materials
- Fluency in Microsoft Office

Level of education and training will determine the extent of responsibilities assigned. Successful candidates will be subject to a criminal background check and must disclose any current professional or occupational registration, certification, or licenses held.

This internship is designed for **32 hours per week for 10 weeks, from June 1-August 7, 2015. A stipend of \$3,000 will be awarded upon completion of the full 10 week, 320-hour program.*

HOW TO APPLY

Interested persons should **submit a resume AND a writing sample** no later than Friday, April 24, 2014 to the attention of *Rhonda Starr, Internship Coordinator*, by email, fax OR mail:

E-mail: Rhonda.Starr@dpor.virginia.gov

FAX: (804) 527-4403

Address: Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, Virginia 23233

Questions? Call (804) 367-8569