

SPRING 2018 INTERNSHIP OPPORTUNITY
ASSIST THE CHIEF OF STAFF INTERNSHIP
OFFICE OF STATE REPRESENTATIVE RYAN GUILLEN

SKILLS: Requires ability to coordinate several tasks at the same time, help manage staff and various projects on deadlines, review office activities on a weekly basis and assist the Representative and the Chief of Staff as required. Individual should have good phone skills, the ability to take clear notes, ability to write clearly and analyze complex issues, and the ability to use a computer. Duties will include helping plan and hold meetings with state agencies and other officials, creating weekly reports for the Representative and helping plan future projects.

PROJECT: This Spring our office will be reviewing recently passed legislation from the 2017 Legislative Session as well as planning and developing new legislative initiatives. Other activities include helping organize annual projects such as the Young Scholars Awards and Local Leaders State Summit, as well as working with staff members to produce reports from different departments on the status and results of both finished and ongoing projects.

GOALS: To work as part of a team under the direction of the Chief of Staff, to assist other staff, interface with state agency officials, convey information, and resolve conflicts.

BENEFITS: This unpaid internship is a great opportunity to learn the nuts and bolts of the operation of a legislative office and to gain an understanding of the implementation of laws and agency rules and how they affect the people of Texas.

All students who complete an internship receive:

- a Letter of Recommendation for future job applications
- permission to use the Representative as a reference,
- credit for coursework if offered by your school,
- referrals to graduate school or law school at the completion of your internship.

Several full-time and part-time positions are available. Start dates are in early January and the internship period ends in mid to late May. Early applicants will receive a preference.

Please send your resume to robert.mcvey@house.texas.gov

Please call Robert M. (Bob) McVey, Chief of Staff, at 512-463-0416 to set up a time for an interview.

The Texas House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, age or disability in the employment or the provision of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.