

SPRING 2018 INTERNSHIP OPPORTUNITY
DEPUTY ADMINISTRATIVE DIRECTOR
OFFICE OF STATE REPRESENTATIVE RYAN GUILLEN

SKILLS: Government, Journalism or English major preferred who likes to write, is a good communicator and is detail oriented. Activities include helping respond to inquiries and legislative positions, updating website, corresponding with constituents. Degree completion is not required. Other majors are welcomed.

PROJECT: During the Spring semester we will research, review and analyze ways to use diverse media to communicate the impact of recently passed legislation to constituents, community leaders and business leaders in our legislative district and South Texas in general. We will also update office projects and review contact data.

GOALS: The Deputy Director will be part of a team and work with the Chief of Staff, Legislative Director and Administrative Director to control the flow of office projects. Other duties include assisting in reviews of new legislation and scheduling office activities and stakeholder meetings on proposed legislation for the next legislative session.

BENEFITS: The unpaid intern position provides a great opportunity to learn the nuts and bolts of the operations of a legislative office and to gain an understanding of the processes that create the laws affecting almost all businesses and citizens 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.