



DWAYNE BOHAC
STATE REPRESENTATIVE
DISTRICT 138

TEXAS HOUSE OF REPRESENTATIVES

STATE CAPITOL, ROOM GS.6
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JOB OPENING: CAPITOL INTERN

Time Required: Full-time

Start Date: January 7, 2019

End Date: May 31, 2019

Location: Texas State Capitol, Austin, Texas Legislative Council

Job Description

The office of State Representative Dwayne Bohac is seeking applicants for an internship in the Texas State Capitol office. Applicants should be interested in learning about the legislative process and assisting in the day-to-day operations of a legislative office. This internship will provide individuals with a look into the Texas Legislature and offer valuable hands-on experience in state government affairs. Academic credit available, when possible. A monthly stipend will be provided.

General Duties

- Greeting guests
- Answering the phones and mail
- Managing scheduling
- Assisting the District Director with constituent casework and correspondence
- Assisting the Chief of Staff and Legislative Director with legislative research
- Performing other administrative tasks and duties as assigned

To Apply

Email resume with cover letter to Travis Griffin, Chief of Staff for Representative Bohac, at Travis.Griffin@house.texas.gov. Only candidates selected for interviews will be contacted.

The House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in 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.