



Office of Representative Dan Flynn

The Office of Representative Dan Flynn is seeking one or more interns that will work in the Capitol office in Austin during the 86th Texas Legislative Session January-June.

This position offers an exceptional opportunity to observe and engage in Texas public policy specifically related to finance. Applicants should possess strong written and verbal communication skills. Our office will be happy to oblige with any requirements necessary for students to receive class credit for the experience.

Job Duties

1. Answer telephones and interact with office visitors in a professional manner
2. Perform general clerical duties including copying, faxing, mailing and filing
3. Create and modify documents such as reports, memos and letters using Microsoft Word, Excel, or Power point
4. Assist the Committee Director with all preparations necessary for committee hearings

Minimum Requirements

1. Must be able to work at least 10 hours a week
2. Professional attire and punctual, reliable attendance
3. Strong writing skills
4. Ability to communicate effectively
5. Ability to operate standard office equipment, including but not limited to, computers, telephones, copiers, and facsimile machines.
6. Knowledge of and Experience with full Microsoft Suite, specifically Outlook email
7. Ability to follow oral and written instructions

Preferred Requirements

1. A declared major in Finance or Accounting

If you are interested in applying, please send your resume, cover letter and availability to Amy Rister at Amy.Rister@house.state.tx.us. Please make the subject: "Application for Internship"

The Texas 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 provisions of services. In compliance with the Americans with Disability Act, if you require reasonable accommodations during the application process, please call 512-463-0865.