



## **RYAN GUILLEN**

TEXAS STATE REPRESENTATIVE

### **ADMINISTRATIVE AIDE**

State Representative Ryan Guillen is seeking applicants interested in an administration role. This is a full-time position that requires daily contact with constituents, public officials, media, advocates, and Capitol and district office staff.

#### **Responsibilities**

- Manage incoming constituent casework requests
- Draft responses to constituent requests
- Coordinate and manage travel reservations for Representative Guillen
- Other duties as assigned

#### **Skills and Qualifications**

- Excellent written and verbal communications skills
- Strong planning and organizational skills
- Must show attention to detail
- Ability to work long hours and a flexible schedule
- Salary Commensurate with experience and education

#### **To Apply**

Please submit a cover letter and resume via email to Jonathan Wilson at [jonathan.wilson@house.texas.gov](mailto:jonathan.wilson@house.texas.gov). Applications will be accepted until the position is filed. Please Note: Only applicants scheduled for an interview 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.*