

**NEW FALL 2018 INTERNSHIP OPPORTUNITY
ASSISTANT TO THE CHIEF OF STAFF INTERNSHIP
OFFICE OF STATE REPRESENTATIVE RYAN GUILLEN**

Professionals in all fields must interact with state and federal government agencies; their work is impacted by legislative policy decisions and rules; and they need to understand how this will affect their professions and their future. We offer the opportunity to learn this process.

All fall interns are eligible to return during the legislative session starting in January for advanced practice opportunities.

SKILLS: Requires ability to coordinate several tasks at the same time, help manage staff and projects on deadline, 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 fall our office will analyze recent legislation as well as plan and develop new legislative initiatives to file before the start of the 2019 Legislative Session. Other activities include helping organize the annual Young Scholars Awards. A-COS will also lead and help train over 300 high school seniors as part of the Annual Ryan Guillen Student Legislative Session covering all stages of bill preparation and passage in the Texas House and Senate.

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

All students who complete an internship receive:

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

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

Please send your resume to robert.mcvey@house.texas.gov. Please call Robert M. (Bob) McVey, Senior Policy Advisor, at 512-779-8914 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.