

**FALL 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 fall semester we will research, review and analyze ways to use diverse media to communicate the impact of legislation to constituents, community leaders and business leaders in our legislative district and South Texas in general. We will also update office projects, review contact data, and develop new legislative initiatives to pass in 2019.

**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.

**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 September and the internship period ends in mid December. Early applicants will receive a preference.

Please send your resume to [robert.mcvey@house.texas.gov](mailto: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.

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