

STATE *of* TEXAS
HOUSE *of* REPRESENTATIVES



Matt Shaheen

District 66

Job Opening: Intern

Time Required: Part-Time
Start Date: Immediately
Location: Austin, Texas
Salary: Unpaid Internship

Job Description

The office of State Representative Matt Shaheen is seeking applicants for an unpaid internship in the Austin Capitol office. Applicants should be interested in learning about the legislative process and assisting in 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.

General Duties

- Greeting guests
- Answering phones
- Assisting with legislative research
- Opening and distributing mail to relevant staff
- Entering new contacts into communication system
- Assisting with constituent casework and correspondence
- Performing other administrative tasks and duties as assigned

Skills Required

- Proficiency with Microsoft Word, Excel, and Outlook programs
- Excellent written and oral communication skills
- Ability to manage multiple tasks simultaneously
- Ability to maintain confidentiality both inside and outside the office
- Temperament to communicate with a variety of personalities in a pleasant and professional manner

Education and Experience

- Applicant must be enrolled as an undergraduate or graduate student in Austin
- Strong work ethic and close attention to detail
- Must possess strong written, verbal, and organizational skills

To Apply

- E-mail resume with cover letter to Robert Lane, Chief of Staff for State Representative Matt Shaheen, at Robert.lane@house.texas.gov

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