



**KIRK WATSON**  
STATE SENATOR  
DISTRICT 14

COMMITTEES:  
FINANCE  
HEALTH AND HUMAN SERVICES  
HIGHER EDUCATION  
NOMINATIONS - VICE CHAIR  
JOINT OVERSIGHT ON  
GOVERNMENT FACILITIES

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**CAPITOL AND DISTRICT OFFICE INTERN - FALL 2017**

*Legislative Aide - Research & Correspondence*

**Job Description**

Senator Kirk Watson is seeking highly motivated and responsible individuals with a strong commitment to maintaining confidentiality and professionalism to assist with operations in his Capitol and district offices. Candidates must possess strong organizational skills.

Interns will support legislative and district staff by researching issues and policies, writing policy memos and constituent letters, and performing general office duties.

Positions are unpaid, part-time, and hours are negotiable. The internship dates are for the fall of 2017, from August 28th to December 22nd. Interns are expected to commit to 15-20 hours per week, between the hours of 9:00 a.m. to 5:00 p.m., Monday through Friday. Interns will set a regular schedule of hours in that time frame in blocks of at least three hour increments. Both offices are located in the Capitol Complex in downtown Austin. Start and end date are flexible. We will work with your college or university to earn course credit for your internship, if applicable.

**Duties**

- Drafting templates for constituent letters on assigned topics or bills;
- Drafting fact sheets and background memos on a range of policy issues and legislation;
- Meeting with constituents and advocacy groups on assigned topic areas;
- Attending meetings on assigned topic areas and developing briefing memos, as appropriate;
- Answering phones;
- Creating and maintaining files;
- Updating constituent database;
- Researching background for resolutions and coordinate submission to Legislative Council in conjunction with Constituent Services staff;
- Managing constituent correspondence (email, phone calls, and letters);
- Reviewing media clips for constituent recognition opportunities;
- Working on special constituent projects; and
- Conducting other office duties, as assigned.

**Qualifications**

- Be enrolled in college or university as an undergraduate or graduate student, or have recently graduated with an undergraduate or graduate degree;
- Strong commitment to confidentiality and professionalism;
- Strong work ethic and attention to detail;
- Strong written and verbal communication skills;
- Strong organizational skills; and
- Interest in the legislative process.

**Application**

Please send a current resume and brief cover letter as separate documents to Stephanie Chiarello Noppenberg at [stephanie.chiarello\\_noppenberg@senate.texas.gov](mailto:stephanie.chiarello_noppenberg@senate.texas.gov). Please use the subject "2017 Fall Internship Application". Please save your resume and cover letter with your name in the file name (ex: stephanie.chiarello\_noppenberg.resume). Also fill out [this form](#) before the application deadline.

You will receive confirmation that you successfully submitted your application. Qualified candidates will be contacted to set up an interview.

**Deadline**

We will accept applications until Friday, August 11th, at 5:00 p.m. CST.

*The Texas Senate is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment of the provisions of services. In compliance with the American with Disability Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.*