About the Nevada Senate
An internship with the Nevada Senate will be an exciting window into how the legislative process REALLY works! The Office of the Secretary Senate functions as support for the Senators in the Chamber and has various educational programs that are designed to increase citizen participation and involvement in the Legislative Building.

About the Internship
The Senate convenes on Monday, February 2, 2015, and is constitutionally limited to 120 days, adjourning on Monday, June 1. The ideal candidate will have an interest in the legislative process and participatory democracy. The Senate Intern will be exposed to the entire legislative process, from bill introduction to bill passage strategy to the approval and signing of legislation by the Governor. Interns will be included in high-level meetings, committee hearings, Senate floor sessions, and addresses by dignitaries and VIPs. The Senate Intern will also assist in the programmatic functions of the Nevada Youth Legislature, uLegislate, SENarts, Channel 21 and other outreach activities. Confidentiality and nonpartisanship are required of this position.

Required Qualifications
- Proficiency with Microsoft Office package 2010
- Intern must be computer savvy and prepared to learn new computer programs and functions
- While a political science major is not a requirement, a familiarity with the legislative process is essential to a successful internship

Preferred Qualifications
- The ideal candidate will have a focus on political science, marketing, communications, public relations, or education.
- The ideal candidate will also demonstrate a "customer service" attitude, showing high degrees of responsiveness to inquiries from legislators and staff

Internship Duties
- Support the Secretary of the Senate and the Front Desk of the Senate in the legislative process.
- Content development for Channel 21, an array of digital signs in the Legislative Building.
- Outreach to community organizations statewide for participation in uLegislate
- Assist in promotion and strategic planning of SENarts, a rotating art exhibition of Nevada artists in the Legislative Building
- Supports the functions of the Nevada Youth Legislature.

$12/hour for 120 hours
Spring Semester 2015
Apply by November 14, 2014
at www.unr.edu/career