Leadership Intern: Republican Caucus

Nevada Senate
401 S. Carson St.
Carson City, NV 89701

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 be politically savvy and have values consistent with the Republican Party. The Republican Senate Leadership Intern will work with a wide variety of constituencies and must demonstrate the ability to work with discretion and sensitivity. The Senate Republican Leadership 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. Confidentiality is vital.

Required Qualifications
- Restricted to undergraduates with junior or senior status
- Proficiency with Microsoft Word/Excel/Outlook 2010
- Intern must be computer savvy and prepared to learn and utilize the Legislative Counsel Bureau’s Personalized Legislative Tracking (PLT) Service
- 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, journalism, sociology, or communications
- The ideal candidate will also demonstrate a "customer service" attitude, showing high degrees of responsiveness to inquiries from legislators and constituent groups

Internship Duties
- Tracking legislation from introduction to final passage
- Attending committee hearings and providing oral and written briefs summarizing meetings
- Performing constituent service work, following up on inquiries from the public
- Interacting with constituent groups and lobbyists
- Assisting in organizing bill presentations, remarks and testimony
- Identifying co-sponsors and supportive organizations for legislation.

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