

Date Posted: 3/25/10

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Legislative Assistant (Park-time)

Employer/ Agency: State Representative Armando Walle

Job Description: We are seeking bright, hardworking individuals to assist with the day-to-day operations of the District Office of State Representative Armando Walle. Individuals will gain experience in the inner-workings of a legislative office, including performing constituent casework, maintaining the Representative's schedule and communicating with constituents on a daily basis. Individuals will be under the direct supervision of the Constituent Services Director.

DUTIES AND RESPONSIBILITIES:

- Performing constituent casework while maintaining confidentiality.
- Drafting constituent correspondence
- Maintaining constituent files
- Attending district meetings and events
- Clerical Duties, including data entry
- Other duties as needed

Qualifications: *Education* - Applicants must be presently enrolled in college or graduated from an accredited four year college or university.

Skills -

- Strong oral and written communication skills
- Desire to learn new skills and gain new experiences
- Self-starter
- Willingness to work in a team-setting
- Ability to work a flexible schedule

Employer/ Agency: State Representative Armando Walle
Address: 150 West Parker Rd, Ste 700
City, State, Zip: Houston, Texas

Telephone: 713) 694-8620

Application Method: Submit a cover letter and resume via e-mail to Myriam.Saldivar@house.state.tx.us

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you