

Date Posted: 04/05/2011

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

JOB OPPORTUNITY POSTING

Job Title: District Aide (Part-time)

Employer/Agency: District Office of State Representative Armando Walle

Job Description: We are seeking a bright, hardworking individual to assist with the day-to-day operations of the District Office of State Representative Armando Walle. The District Aide will gain valuable experience in the inner-workings of a district office of a state representative and will be responsible for performing constituent casework, communicating with constituents on a daily basis and representing the office at community meetings. The District Aide is part-time (approximately 20 hours per week) and under the direct supervision of the Constituent Services Director. **This is a temporary position, available immediately and will end on October 31, 2011.**

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: **EDUCATIONAL REQUIREMENTS:**
Applicants must be presently enrolled in college or graduated from an accredited four year college or university.

SKILL REQUIREMENTS:
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

Salary/Hours: Commensurate with experience.
Part-time

Employer/Agency: District Office of State Representative Armando Walle.

Application Method: Please submit a cover letter and resume in MS Word
via e-mail to Myriam.Saldivar@house.state.tx.us.

Opening Date: Immediately

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