

Job Title	District Aide (Part-Time)
Employer/ Agency	Armando L. Walle, State Representative
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.
Qualifications	Applicants must be presently enrolled in college or graduated from an accredited four-year college or university. SKILL REQUIREMENTS: <ul style="list-style-type: none"> • 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 • Bilingual in English/Spanish preferred, but not required
Salary/Hours	DOE
Employer/Agency	Armando L. Walle
Address	150 West Parker Road. Suite 700
City, State, Zip	Houston, TX 77076
Application Method	Please submit a cover letter and resume via e-mail to Myriam.Saldivar@house.state.tx.us.
Opening Date	Immediately

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