

The Georgia Senate Aide program is open to all college graduates who are interested in experiencing the legislative process. The application process runs from October 30 to December 1 of each year.

Each Senate Aide is assigned to a Senate Committee or leadership office and serves as a right hand person for the Chair of the Committee. The Aide assists in the tasks that need to be done to keep the legislative process running smoothly. Below are some of tasks that may be required. Other tasks may be assigned by the Committee Chair at any time.

- Perform office duties for Administrative Assistant such as: answering phones, delivering notices, making copies, answering constituent mail.
- Pick up any new legislation assigned to your committees- First Readers, Status sheets and Rules Calendars from Secretary of the Senate's office on a daily basis.
- Pick up proposed legislation from Legislative Counsel's Office.
- Put together folders for committee meetings.
- Attend committee meetings and assist Committee Chair in tasks needed during meeting-note taking, handing out information, etc.
- Attend functions with your Committee Chair as needed.

Committee Aides receive a weekly stipend and are expected to be available during the entire Legislative Session. The session generally runs from the first week in January until sometime in April.

To apply for a Senate Committee Aide please send a cover letter and resume to Stacy Peery, Senate Aide and Intern Coordinator at: stacy.peery@senate.ga.gov.