

SENATE COMMITTEE AIDE

GEORGIA STATE SENATE
ATLANTA, GEORGIA

The Georgia State Senate is seeking qualified candidates for the position of Senate Committee Aide. The Georgia Senate Aide program is open to all college graduates who are interested in experiencing the legislative process.

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 are typically 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, and answering constituent mail.
- Pick up any new legislation assigned to your committees including first readers, status sheets, and Rules calendars from the 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.

The incumbent reports directly to an assigned Senator, typically through that Senator's Administrative Assistant. All job functions are located at the State Capitol in Atlanta, Georgia, and the position may require limited travel within the city. **Committee Aides are expected to be available for extended work hours during the entire Legislative Session.** The session generally runs from the first week in January until sometime in April.

About the Senate: The Georgia State Senate is comprised of 56 elected Senators and approximately 80 full-time staff members. The Senate and the House of Representatives jointly comprise the Georgia General Assembly, the legislative branch of the government of the State of Georgia. The Georgia General Assembly is a part-time legislature and holds legislative session for approximately four months each year. More information about the Senate can be found at <http://www.senate.ga.gov/>.

Minimum Requirements: Bachelor's degree. Strong communication, writing, and interpersonal skills required. There are no experience requirements.

Compensation: Committee Aides receive a weekly stipend check for their service. However, this is a temporary position and provides no insurance or retirement benefits, vacation time, or time-in-service credit with the state.

Application Process: Send cover letter and résumé to Stacy Peery, Senate Aide and Intern Coordinator, at stacy.peery@senate.ga.gov. **The application process runs from October 30 to December 1 of each year.** Application materials submitted prior to or after the aforementioned timeframe will **not** be considered.