

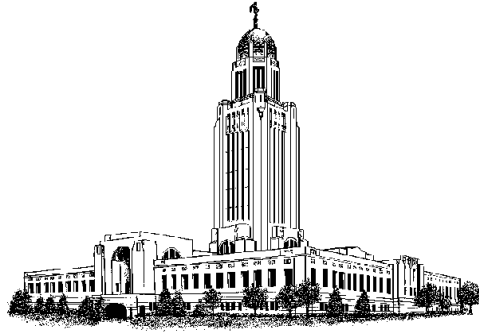
Nebraska State Legislature

SENATOR HEATH MELLO

District 5

Legislative Address:
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COMMITTEES

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Nebraska Retirement Systems
Building Maintenance
Committee on Committees
Executive Board
Legislative Performance Audit
Legislature's Planning
Reference

Internship Opportunity Announcement

Job Title:	<i>Intern</i>
Reports To:	<i>State Senator Heath Mello</i>

Job Purpose

Assist the office of State Senator Heath Mello with various projects 10-15 hours/week. Projects encompass all aspects of working in a state public service environment, including but not limited to research and communications assistance, constituent correspondence, and general administrative duties.

Duties and Responsibilities

- Constituent Correspondence – i.e. Greet visitors to the office in a professional and friendly manner, respond to constituent concerns.
- Research Assistance – i.e. Research special topics, assist with preparation for legislation.
- General Administrative – i.e. Assist with mailing preparation, copy, file, perform other administrative tasks as needed.

Qualifications

- Education – Current undergraduate or graduate student.
- Skills – Professionalism; attention to detail; ability to multitask; Internet savvy; interpersonal skills; proficiency in Microsoft Office; strong research skills.
- Specialized knowledge – Current events, local and regional politics.
- Other characteristics – Interest in pursuing career in public service.

All internships are non-paid and are available for academic credit. If you are interested in applying for this position, please send a cover letter and resume to Elizabeth Hertzler at ehertzler@leg.ne.gov