**DEPARTMENT OF**
**HIGHER EDUCATION & WORKFORCE DEVELOPMENT**

An Equal Opportunity Employer

**CAREER OPPORTUNITY**

**Legislative Intern**
**Location:** Harry S. Truman Building, Jefferson City, MO
**Hourly Position:** $8.00 per hour

This is an exciting opportunity to be a part of the NEW Department of Higher Education and Workforce Development (Department). We are looking for someone willing to learn the legislative process and assist the Department during the General Assembly’s 2020 Regular Session. Join our team during this historic time to develop the workforce of the future! Help us achieve our vision of “Every Missourian empowered with the skills and education needed for success.”

**Interested candidates should:** Email a cover letter, resume, contact information for three professional references, and a copy of official transcripts to DHEWDHR@dhewd.mo.gov by 5:00 p.m. on November 29, 2019. Please indicate in your email the position title.

Please complete the Affirmative Action Survey at: https://dhewd.mo.gov/employment/documents/DHEWD-affirmativeaction.pdf and return along with your application materials. This survey is VOLUNTARY and in no way affects individual applicants. This data assist the department in analyzing affirmative action statistics.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**
To perform this job successfully, an individual must be able to perform each essential function of the job with or without reasonable accommodation.

- Attend legislative hearings and floor debates related to the Department of Higher Education and Workforce Development.
- Document hearings and debates, to include summarized task list, for the Special Assistant of External Relations.
- Research and draft fiscal note responses and the Department’s weekly legislative update.
- Conduct research on various higher education and workforce development related topic as requested.
- Maintain various spreadsheets in Excel for tracking purposes
- Perform other related work as assigned

**COMPETENCIES:**

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<th>Self-direction</th>
<th>Detail Oriented</th>
<th>Customer Service</th>
<th>Technical Knowledge</th>
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<tr>
<td>Problem-solving</td>
<td>Accountability</td>
<td>Computer Literacy</td>
<td>Flexibility</td>
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<td>Teamwork</td>
<td>Perceptiveness</td>
<td>Planning</td>
<td>Written &amp; Oral Communications</td>
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**QUALIFICATIONS:**
- Substantial progress toward an associate degree, apprenticeship or credentialing preferred.

EOE:F/M/V/D