Secretary of State Robert Howden

Capitol Internship Opportunity

Position Available: Capitol Office Intern

Duration: Spring (January - May)

Location: Capitol Office (Austin)

Salary: Unpaid

Hours: Flexible, part-time, between 9am-5pm

The Office of Texas Secretary of State is seeking applicants interested in working in our Capitol office. This internship requires daily contact with citizens, state legislators and their staff, and the divisions of the Secretary of State. The position requires effective written and oral communication skills. Candidates should possess the ability to perform multiple tasks accurately and efficiently in an individual and team environment.

Preferred Qualifications

- Clear, concise verbal and written communication skills
- Strong organizational skills
- Exemplary professional integrity
- Careful attention to detail
- Ability to learn independently and under direction
- Desire to work and learn in a government office
- Friendly and welcoming personality
- Enrolled as an undergraduate or graduate student

Job Duties

- Answer phones and greet visitors
- Perform miscellaneous office tasks and projects
- Assist with citizen relations
- Attend meetings and events
- Complete other tasks as assigned by the supervisor

Join us:

Interested students should download and complete the Intern Employment (PDF) or the Intern Employment (Word) application and send it to employment@sos.texas.gov along with your resume and transcripts. This internship opportunity is unpaid.