Description:
The internship program with Lieutenant Governor Mark A. Hutchison’s office is designed to offer students the opportunity to learn about the operational and internal working of a state constitutional office. The internship will cover a range of areas including, but not limited to, the role the Lt. Governor’s office has in state government, working with different boards and commissions, and working with county and city governments.

Intern responsibilities include greeting constituents, handling constituent phone calls, and assisting staff with administrative tasks.

The Lt. Governor is chairman of the Nevada Commission on Tourism, serves as President of the Nevada State Senate, is a board member of the Governor’s Office of Economic Development and is Vice-Chairman of the Nevada Department of Transportation’s Board of Directors.

Qualifications:
Our office is looking for an intern with a positive attitude, strong work ethic, attention to detail and excellent written and oral communication skills. Successful interns will be self-starters, listen to and follow specific directions, and be willing to work both independently as well as part of a team. Applicants should have working knowledge of current events and policy topics, as well as a willingness to assist with daily office tasks.

Requirements:
Schedule is negotiable but intern must commit to at least 12 hours/week.

Contact:
Please contact Dr. Parker at UNLV.