



State of Utah Legislature

invites applications for the position of:
Legislative Research Assistant, Job #44863

Physical Address: Office of Legislative Research and General Counsel
W210 House Building, State Capitol Complex
Salt Lake City, UT 84114

Opening Date: Monday, April 21, 2025

Closing Date: Monday, April 28, 2025, at 11:59 PM MST

Job Description

The Office of Legislative Research and General Counsel (LRGC), a nonpartisan professional legislative staff office serving the Utah Legislature, is seeking a graduate student Research Assistant.

Under the supervision and guidance of a Senior or Managing Policy Analyst, the Research Assistant provides direct support to LRGC policy analysts and other staff by conducting research and providing policy analysis.

Employment will begin in late spring/early summer 2025 and will be full-time during the summer months, transitioning to a flexible part-time schedule during the school year (approximately 20 hours per week). The Research Assistant must be available to work at the Capitol, in person, and may be eligible to participate in hybrid working opportunities.

Position Responsibilities

- Perform research and policy analysis assignments, which may include:
 - familiarizing yourself with, and conducting background research on, subject-area specific topics;
 - researching and analyzing policies and programs;
 - conducting qualitative and quantitative public policy analysis; and
 - conducting or identifying multi-state policy comparisons.
- Respond to policy analysts' requests for research and policy analysis assistance on a wide range of issues.
- Organize and communicate work products and completed assignments both orally and in written form.
- Prepare and present information on public policy issues.



Office of Legislative Research and General Counsel

John Q. Cannon, Director
Victoria Ashby, General Counsel

W210 State Capitol Complex | Salt Lake City, UT 84114 | Phone: 801.538.1032

Ideal Candidate

- Will have successfully completed one full year in an advanced degree program in public administration, public policy, or a related field.
- Has strong organizational, research, writing, and interpersonal skills.
- Can work independently on multiple tasks and meet deadlines.

Minimum Qualifications

- Must have an undergraduate degree and be enrolled in an advanced degree program.
- Must be non-partisan

Salary: \$24.00 per hour. This is not a benefits-eligible position.

Application Instructions: Submit a cover letter, resume, and three references by email to hr@le.utah.gov no later than 11:59 p.m. on Monday, April 28, 2025. Please include the job title (Legislative Research Assistant) and job number (44863) in your email subject line to ensure a prompt response. Failure to submit required documents as attachments to your email will result in disqualification from consideration.

Supplemental Information

Employees in this position serve at the pleasure of the appointing officer in an at will status and may be terminated at any time without cause. This is not a career service position. The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodation to complete the application process, please contact Jennifer Fife (hr@le.utah.gov).

Veteran's Preference ([Utah Code Ann. 71A-2-102](#)): An applicant claiming veteran's preference must do so in the body of the cover letter by providing sufficient information to identify the type of veteran's preference requested. Additionally, a copy of the applicant's DD-214 must be attached to the resume. If a disabled preference is claimed, a copy of the applicant's letter from the VA stating the disability percentage granted must also be attached.