STATE OF UTAH
invites applications for the position of:
Research Assistant, Job #19659

PHYSICAL ADDRESS: Utah Legislature
Office of Legislative Research and General Counsel
W210 House Building State Capitol Complex
Salt Lake City, UT 84114

OPENING DATE: Thursday, April 18, 2019
CLOSING DATE: Wednesday, April 24, 2019, 11:59 pm

JOB DESCRIPTION:
The Office of Legislative Research & General Counsel is a nonpartisan office serving the Utah Legislature. We are looking for a graduate student Research Assistant. This position will be full time during summer 2019, with the expectation of a flexible part time schedule during the 2019-2020 school year (approximately 20 hours per week).

EXAMPLE OF DUTIES:
• Conducting qualitative and quantitative public policy analysis
• Preparing and presenting information on public policy issues
• Providing research support to policy analysts and attorneys on a wide range of issues

Ideal Candidate:
• Will have successfully completed one full year in an advanced degree program in public administration, public policy, or a related field such as political science or economics
• Has strong organizational, research, writing, and interpersonal skills
• Can work independently on multiple tasks

Minimum qualifications:
• Must have an undergraduate degree and be enrolled in an advanced degree program
• Must be non-partisan

SALARY: $15.00-$18.00 per hour with no benefits
APPLICATION INSTRUCTIONS: Submit a cover letter, resume, and 3 references by email, postal mail, or in person, no later than 11:59 pm on April 24, 2019. Incomplete applications will not be considered.

Chris Peterson (hr@le.utah.gov)
W000 House Building
State Capitol Complex
Salt Lake City, UT 84114

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 accommodations to complete the application process, contact Chris Peterson at 801-326-1596.

Veteran’s Preference (Utah Code Ann. 71-10-1, et. Seq.) 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.