STATE OF UTAH
invites applications for the position of:
Research Assistant, Job #25211

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

OPENING DATE:  Tuesday, November 10, 2020

CLOSING DATE:  Friday, November 20, 2020, 5 p.m.

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 start in May/June 2021 with a full-time schedule and, beginning in the fall and throughout the school year, have a flexible part-time schedule (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 no later than 5:00 pm on Friday, November 20, 2020 to hr@le.utah.gov. Incomplete applications will not be considered.

**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.