



UTAH STATE SENATE

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STATE OF UTAH
invites applications for the position of:
SENATE POLICY INTERN

PHYSICAL ADDRESS:

Utah Legislature
Utah Senate
350 North State Street, Suite 320
Salt Lake City, UT 84114

OPENING DATE: Sep 29, 2025

CLOSING DATE: Oct. 14, 2025, or until filled

JOB DESCRIPTION:

The Utah Senate invites applications for the position of Senate Policy Intern for the 2026 General Session of the Utah Legislature. This internship provides the opportunity to work on substantive policy issues under the direction of the Senate's Senior Policy Advisor. Candidates should be prepared to demonstrate strong writing and research skills, attention to detail and the ability to manage demanding workloads with sound judgment. This position requires intellectual rigor, adaptability and professionalism in a fast-paced environment where accuracy and discretion are essential.

This is a full-time, seasonal, nonpartisan position. Interns do not perform any campaign work. The Utah Senate serves all senators and is dedicated to maintaining a neutral stance in all aspects of its work.

EXAMPLE OF DUTIES:

The policy intern will assist in developing and tracking major policy initiatives during the 2026 General Session. Key responsibilities include:

- Reviewing policy proposals related to draft legislation
- Summarizing proposed legislation
- Tracking key legislation through the legislative process
- Preparing reports on outcomes of key legislation
- Completing research projects related to pending legislation
- Facilitate administrative processes for prioritizing legislation, including for the Senate Rules Committee

REQUIRED SKILLS & QUALIFICATIONS:

- Enrolled in a bachelor's degree program or hold a bachelor's degree
- Demonstrate strong research and analytical skills
- Completely accurate and detail-oriented in research and reporting
- Synthesize complex written information with clarity, conciseness, and well-reasoned analysis
- Respond effectively to suggestions
- Maintain strict confidentiality and trust when working with multiple senators and staff
- Use proper grammar, spelling, and punctuation
- Operate the basic functionality of Microsoft Excel, Word, and PowerPoint

IDEAL QUALIFICATIONS:

- Enrolled in a graduate-degree program or hold a bachelor's degree
- Prior work or internship experience in government, economics, political science, law or a related field

PAY: \$21 an hour

START/END DATE: January 5-March 13, 2026 (the start and end dates are flexible). *This position typically requires 40–50 hours per week. Standard hours are 8:00 a.m. to 5:00 p.m., with extended hours expected toward the end of the legislative session. Business professional attire is required.*

APPLICATION INSTRUCTIONS: Submit the following to utahsenate@le.utah.gov with the subject line: Policy Intern – [Name]:

- Cover letter
- Resume
- Writing sample that does not exceed two pages

SCHEDULE CODE: AN – Employees of the Legislature. At will: 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.

EEO STATEMENT: 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 Mark Thomas at 801-708-5181.