

## **Job Announcement**

U.S. Senator John Cornyn's North Texas Regional Office, located in Dallas, is now accepting resumes for a full-time Staff Assistant to start immediately. A background in government or public service is preferred. Senator Cornyn's Constituent Services staff works with the Senator to assist Texans having difficulties with various federal agencies. For more information on constituent services, visit the "Help with Federal Agencies" section of Senator Cornyn's website at <http://cornyn.senate.gov/>.

This entry level position offers a unique opportunity to gain experience and valuable insight into Senate procedure in an office that handles a wide range of issues. The primary duties of the Staff Assistant are answering constituent telephone calls, sorting constituent mail, ordering office supplies, drafting letters, and assisting the Senator's Constituent Services casework staff.

Full-time paid position

### **Qualifications:**

- Four-year college degree, must have graduated by start date
- Strong written and oral communication skills
- Proficient in Microsoft Office applications
- Ability to be self-motivated and flexible while handling multiple tasks
- Ability to complete tasks quickly and effectively with minimal supervision
- Able to maintain a positive attitude and possess exceptional interpersonal skills in a deadline-driven work environment

Applicants should submit by email a résumé (with GPA), college transcript, and a cover letter explaining why they are interested in working for Senator John Cornyn to:

Office of U.S. Senator John Cornyn  
ATTN: Michael Gerhart, Deputy Director of Constituent Services  
5001 Spring Valley Road, Suite 1125E, Dallas, Texas 75244  
972-239-1310 (telephone)  
972-239-2110 (fax)  
[dallas\\_office@cornyn.senate.gov](mailto:dallas_office@cornyn.senate.gov)