



Senate Employment Bulletin

Placement Office
Office of the Sergeant at Arms
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The Senate Employment Bulletin is published weekly as a service to Senate offices choosing to advertise staff vacancies. The listing is updated online each Friday evening at www.senate.gov/employment and printed copies are available every Tuesday in the Placement Office.

To apply for advertised positions, please follow the application instructions at the end of each advertisement. Indicate the job referral number associated with each ad and submit a separate resume for every position for which you wish to apply.

The advertisements appearing in the Senate Employment Bulletin do not include all staff vacancies registered with the Placement Office. To be considered for all vacancies, applicants are encouraged to complete the [Senate Employment Application Form](http://www.senate.gov/employment) accessible at www.senate.gov/employment and participate in the walk-in informational interview in the Placement Office. For more information, please consult the [Placement Brochure](#) on the Web site or contact the Placement Office at (202) 224-9167.

The United States Senate is an equal opportunity employer.

- 110401 PAID FALL INTERNSHIP** - The United States Senate Library seeks a Master of Library Science (MLS) student or recent graduate for a paid Fall internship. Responsibilities include assisting with the project of creating a data repository to store and organize metadata about the U.S. Senate. Candidates for this paid internship should have experience with or training in American History research, Web publishing, and/or creation of metadata. The ideal candidate should be available to work full-time for two months. The internship may be eligible for college course credit. **Please email cover letter, resume and references to resumes@sec.senate.gov with "internship" in the subject line. This is a rolling application process, and applications will be accepted until the position is filled.**
- 110402 PRESS INTERN** - Democratic Senator seeking enthusiastic, professional college student or recent college grad with interest in politics and media for unpaid internship for spring semester. Work would include compiling press clips, media monitoring, writing press releases and supporting the daily running of the press office. Pennsylvania ties are strongly preferred, but not mandatory. **To apply, please email cover letter and resume to press_office@casey.senate.gov or fax to 202-228-0734 no later than November 15th, 2008.**
- 110403 SENATE DISASTER RECOVERY SUBCOMMITTEE UNPAID INTERNSHIP** -The Subcommittee is currently engaged in an investigation pertaining to several federal agencies. The Subcommittee seeks a law student or attorney able to work full-time with the Subcommittee's investigative staff. Responsibilities include editing, analyzing, and reviewing citations of materials and documents related to investigation and report. Candidates must be familiar with legislative process and be able to start immediately. **Please e-mail a brief cover letter including date of availability and schedule, as well as a resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

- 110404** **SPRING INTERNS** – US Senate Committee on Small Business and Entrepreneurship (Republican office) is seeking college students and recent college graduates for unpaid, part-time internships for the Spring 2009 term. Responsibilities to include supporting staff with legislative research, drafting correspondence, administrative duties, aid with hearings and briefings, compiling daily press clips and assisting with special projects. The ability to multi-task in a fast-paced environment is also appreciated. Applicants should have strong written and verbal skills as well as an interest or background in business and economic development. No phone calls please. **Send a cover letter, resume and writing sample to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 102801** **LEGISLATIVE ASSISTANT** – Southeastern Republican Senator seeks Legislative Assistant to handle Armed Services, Foreign Affairs, and Veterans' Affairs issues. Only applicants with a solid professional background in one or more of these issues will be considered. Military experience strongly preferred. The ideal candidate would possess strong writing and communications skills and be able to think creatively on policy matters. This office is an equal opportunity employer. **Please e-mail cover letter and resume to leg.openings@gmail.com.**
- 102802** **CHIEF OF STAFF** - Democratic Senator is seeking a Washington, D.C.-based Chief of Staff to lead active Senate office. The position is highly demanding and requires a strong work ethic and the ability to perform under tight deadlines with a flexible schedule. Responsibilities include managing and overseeing the overall operation of Washington, D.C. and state offices, advising Senator on policy and political matters, coordinating the interface of policy, communications, and representing Senator in national and state forums and with constituents. Previous Hill experience is highly desired. Applicants should have a strong grasp of policy and communications, a keen political sense and the ability to balance the competing demands on a Senate office. Salary commensurate with experience. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 102803** **SECURITY CLERK** - Senate Committee is seeking a Security Clerk to administer a classified document control system and maintain a security clearance registry. Duties will include logging classified documents into a computerized document control system on a daily basis; conducting inventories of classified material held by Committee staff members; routinely reviewing and archiving classified material; as well as other security-related duties. To qualify, an incumbent should have a minimum of 2 years of experience in a U.S. Government or comparable industrial security office, including classified document control. An incumbent must be a U.S. citizen who is currently cleared for access to TOP SECRET information and be eligible for permanent access to Sensitive Compartmented Information (SCI) and other special access programs. Experience with or knowledge of the internal operations of the U.S. Senate also highly desirable. General knowledge of computerized databases, Microsoft Word, and other Windows office applications software essential. An incumbent must also have excellent oral and written communication skills, be detail-oriented, be highly organized, have the ability to work well under time pressure in a fast-paced environment, and handle multiple tasks with minimum supervision. Our Committee is an equal opportunity employer, offering a competitive salary commensurate with experience. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 102804** **PROCTOR** - U.S. Senate Page Program residence hall, which houses high school students from across the nation, is seeking a Proctor. Duties include supervising students, enforcing rules, planning activities. Bachelor's degree and current enrollment in a graduate degree granting program required. Experience working with adolescents or in a residence hall preferred. Compensation includes competitive salary, federal benefits, room and board. This is a live-in position. Applicants must have schedules which permit evening, overnight and weekend assignments and immediate employment availability. **Submit cover letter and resume to resumes@saa.senate.gov, FAX (202)228-2965 or hand deliver to SH-142 Hart Senate Office Building, Washington, DC 20510.**

- 102805** **LEGISLATIVE ASSISTANT** - Moderate Democratic Senator seeks Legislative Assistant to cover banking, business, economic, housing, insurance, and tax issues. Relevant graduate study or Hill experience required. **Please send cover letter and resume to frstaffer@gmail.com.**
- 102101** **SPRING SEMESTER INTERNSHIP** - Senator Christopher J. Dodd's Washington DC office invites motivated, hard-working undergraduate students to apply to its 2009 winter/spring semester internship program. The program will run from January 5th to May 15th, 2009. Our internships offer unique educational benefit, including political experience and the opportunity to contribute to the legislative process. Interns' core responsibilities include performing research projects, assisting with general administrative duties and Capitol tours, and drafting correspondences, press releases and memoranda. The qualifications we seek in candidates are strong oral and written communication skills; the ability to work cooperatively and courteously with others; strong organizational skills; and the willingness to act responsible and to learn. The office is interested in full-time and part-time interns, who may apply their internship toward academic credit. **We encourage you to contact the office for more information at (202) 224-2823. (Ask for the intern coordinator). Application information and materials are available at Senator Dodd's website: (<http://dodd.senate.gov/index.php?q=node/36>). Please fax your application and other materials to (202) 228-1683 by no later than November 7th, 2008. We look forward to hearing from you!**
- 102103** **PERSONAL ASSISTANT** - Midwestern Republican Senator seeks organized, detail-oriented individual for a Personal Assistant position. The primary responsibilities include: facilitating and transporting the Senator to and from meetings in the DC area in a timely manner, working with the Senator's Assistant to maintain the Senator's reading file, transcribing or writing the Senator's personal correspondence and serving as a liaison between the Senator and the public. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 102104** **INTERNS** - Senator Kennedy's Health Policy Office for the Health, Education, Labor and Pensions Committee seeks college students or recent college graduates for unpaid full or part-time internships starting in January 2009. Responsibilities include a range of administrative and legislative work including writing letters and memos, attending hearings and briefings, performing short-term and long-term research, answering phone calls, and managing incoming and outgoing mail. Through this opportunity, you will gain valuable Hill experience and insight into legislative procedure in an office that handles a wide range of health issues. Applicants should have a highly professional demeanor, strong written and verbal skills, and the ability to multi-task in a fast-paced environment. In addition, an interest in health policy is strongly recommended. **To apply, please send a cover letter and resume to helphealthintern@gmail.com.**
- 102105** **SENATE INVESTIGATIONS SUBCOMMITTEE UNPAID INTERNSHIP** – The Permanent Subcommittee on Investigations (PSI), of the Committee on Homeland Security and Governmental Affairs, is looking for undergraduate and law students to work closely with the Subcommittee's Democratic staff on investigative and legislative issues, cover Congressional hearings and briefings, and assist in office administration for the spring. Requires ability to operate in fast-paced environment with minimal supervision, excellent research skills, and willingness to perform clerical and telephone duties. Minimum of 20 hours per week; full-time given preference. **Please e-mail a brief cover letter, including the time commitment you are able to make, a resume, and an unofficial transcript to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

101402

COMMUNICATIONS DIRECTOR – Democratic Senator seeks Communications Director to oversee all aspects of press operations. The position will direct the day-to-day press outreach with state and national media, oversee press office, provide counsel and guidance to the Senator and other members of the staff regarding all aspects of communications, manage all communications including speeches and website, and be responsible for developing and implementing all aspects of a comprehensive, short- and long-term communications plan. The job requires exceptional writing skills including previous experience with speeches, op-eds, and press releases; experience working with print, broadcast, and new media; organizational and strategic planning skills; and the ability to be flexible, creative, and take initiative. Candidates with Hill or campaign experience highly desirable. **Please submit cover letter, resume and writing samples to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

100701

SYSTEMS ADMINISTRATOR – Midwestern Republican Senator is seeking a Systems Administrator for a fast-paced office. Responsibilities include updating and maintaining the computer network system, hardware and information technology, ensuring the computer system is operating properly, developing and maintaining an information management system for the office, maintaining computer security, and providing computer assistance and training as needed. Individual must be well-organized, detail-oriented, and able to work independently. Prior Hill experience and experience with Quorum is strongly preferred. **Please send cover letter and resume to: midwestgopjob@gmail.com.**

100702

LEGISLATIVE ASSISTANT - Senior Democratic Senator seeks a Legislative Assistant to handle a portfolio that includes, but is not limited to energy, environment, foreign policy, defense, and veterans' affairs issues. Individual must be knowledgeable of current legislative and non-legislative issues and have a thorough understanding of the legislative process and the Senate's organization and procedures. The position requires outstanding oral communication and writing skills, as well as the ability to produce quality work under pressure and in an extremely fast-paced environment. Advanced degree preferred and Hill experience required. **Interested applicants should e-mail cover letter and resume to senatejobs@gmail.com ATTN: LA Job. No calls please.**