

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES
Office of the Executive Director
Human Resources**

RECRUITMENT NOTICE

POSITION: Student Programs Assistant, Maryland General Assembly (Contractual)

SALARY: \$25 per hour (Full-time September thru April)

Principal Duties: The Maryland General Assembly is seeking a talented individual to work with its student programs. This individual will work with all aspects of the Page and Intern Programs, including recruiting interns presently enrolled in a public or independent Maryland College or university and coordinating the placement of Maryland high school seniors to serve as pages. Interns work directly for a legislator, committee, or caucus of the Maryland General Assembly during the legislative session. Duties of pages revolve around the schedule of the Senate or House Chamber. This individual will serve as the Chief Page in the House of Delegates and must be present whenever the House is in session, which may include night and weekend work. The incumbent may work in the Human Resources Office performing personnel work during the interim. This is a nonpartisan position and the incumbent must work within all personnel policies and rules of the Department of Legislative Services.

Essential Job Functions:

- Serve as Chief Page in the House
- Update all information, including application, program cover letter, information sheet, and program brochures, as necessary.
- Handle all problems that may arise with students.
- Respond to callers and correspondence from college or county page coordinators, legislators, teachers, parents, and students.
- Read intern applications and arrange for members and/or staff review to ensure placement of all applicants.
- Schedule student pages for two nonconsecutive weeks during the legislative session, arrange housing, and ensure blazers are cleaned each week.
- Conduct orientations and provides training to students.
- Maintain a database to track students and process stipends.
- Recommend policies for the program.
- Market the student program through the Department's internet, brochures and social media.

Qualifications:

- Possession of a bachelor's degree from an accredited four-year college or university.
- Strong writing skills and fluency as well as strong organizational/task management and communication skills.
- Ability to work independently to supervise students.
- Available to work extended hours and be on call nights and weekends during the legislative session.
- Knowledge of State legislative process, a plus.
- Knowledge of office practices, procedures, and equipment.

Background Check Administered

SEND RESUME AND LETTER OF INTEREST BY September 22, 2017 TO:

Human Resources Office, **Code 09/17W**
Department of Legislative Services
90 State Circle
Annapolis, MD 21401-1991
Fax: 410 946-5140 or 301 970-5140
e-mail: jobs@mlis.state.md.us Website: <http://mgaleg.maryland.gov>

Code # is required

The Department of Legislative Services is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates law, regulation or legislative policy.

September 5, 2017