

CONSTITUENT SERVICES LIAISON - DALLAS, TX -

U.S. Senator John Cornyn's North Texas Regional Office, located in Dallas, Texas, is now accepting resumes for a full-time Constituent Services Liaison to start immediately. A background in government or public service is preferred. The Senator's Dallas office aims to assist constituents with their difficulties when interacting with a federal agency and help to resolve an individual claim or difficulty. For more information on constituent services, visit the "Help with Federal Agencies" section of Senator Cornyn's website at <http://cornyn.senate.gov/>.

This 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 Constituent Services Liaison primarily assists with duties that are essential to the Senator's service to his constituents, i.e., legislative research, drafting letters, and serving as a liaison between the federal agency and the constituent.

Full-time paid in-office 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 resume and 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)

202-228-6900 (fax)

dallas_office@cornyn.senate.gov