



North Dakota Legislative Assembly

Legislative Internship Program

Procedural Committee Clerk

Job Description:

- Maintain a summary sheet of all bills and resolutions
- Safekeep all bills and resolutions referred to the committee
- Distribute requested materials to the committee
- Distribute requested materials to committee members in the committee room
- Compile testimony to create standing and conference committee reports
- Draft minutes based on committee meetings and other duties as assigned

Requirements:

- Computer science, IT, digital technology, administration, or other applicable major
- A willingness to learn
- Availability to work various shifts as needed
- Remain objective and nonpartisan

Benefits:

- Stipend of up to \$3,500 per month
- Networking opportunities
- Academic credit opportunities

ACCEPTING APPLICATIONS FOR THE 2025 LEGISLATIVE SESSION

Internship duration - January through April 2025



SCAN ME
to apply!