



## OFFICE OF LIEUTENANT GOVERNOR

240 STATE CAPITOL  
ATLANTA, GEORGIA 30334

GEOFF DUNCAN  
LIEUTENANT GOVERNOR

### **Lt. Governor's Legislative Internship**

The Office of Lt. Governor Geoff Duncan is seeking qualified candidates for the position of Legislative Intern during the 2021 Legislative Session. This internship is open to all college students who have completed three (3) semesters of their undergraduate degree program and are interested in experiencing the legislative process.

The intern will assist office staff in various duties and will report to the Director of External Affairs, Collins Udekigbo. Below are some of the tasks that are typically required; other tasks may be assigned by office staff at any time:

- Perform administrative office duties such as answering phones, delivering notices, making copies, and answering constituent letters/email.
- Attend committee meetings and assist staff by performing tasks needed during those meeting (note taking, bill status updates, etc.)
- Assist staff with research on various issues and legislation
- Monitor office social media, search engine results, and put together daily press clips
- Track legislation with office bill tracking software (Jira)
- Attend functions with staff as needed.

All job functions are located at the State Capitol in Atlanta, Georgia, and the position may require limited travel within the city. Interns are expected to be available for extended work hours during the entire Legislative Session. The session generally runs from the first week in January until sometime in April.

*About the Office of the Lt. Governor:* The Georgia State Senate is comprised of 56 elected Senators and approximately 80 fulltime staff members. The Lt. Governor serves as the President of the Senate and presides over the business of the chamber. The Senate and the House of Representatives jointly comprise the Georgia General Assembly, the legislative branch of the government of the State of Georgia.

*Application Process:* Send cover letter and résumé to Collins Udekigbo, Director of External Affairs, at [Collins.Udekigbo@ltgov.ga.gov](mailto:Collins.Udekigbo@ltgov.ga.gov). The application process runs from July 31 to December 1 of each year.