



UTA JOB ANNOUNCEMENT

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Job Title	Government Relations Assistant (Part-Time)	Type of Posting: Internal/External
Deadline	August 30, 2021 by 5:59 pm	Location: Salt Lake City
Job Summary	<p>This position supports the Government Relations team by delivering research and administrative services primarily by owning and administering our political contacts database in Salesforce. This position will include inputting and monitoring data to ensure that the database of federal, state, and local officials and staff are accurate and current. This position will also include monitoring elections and any midcycle changes. Additional responsibilities include: assisting with tracking legislation and committee hearings during the state legislative session, along with various administrative duties as assigned. This position will have the ability to work remotely, with access to work occasionally at FLHQ.</p>	
Minimum Qualifications	<p>EDUCATION/TRAINING</p> <ul style="list-style-type: none"> • Associate's degree <p>EXPERIENCE</p> <ul style="list-style-type: none"> • Two years office environment work experience. <p>KNOWLEDGE:</p> <ul style="list-style-type: none"> • Microsoft Office Suite – Word, Excel, and PowerPoint • Political, governmental and organizational understanding • Important civic dates (i.e. elections) • Basic internet search ability <p>SKILLS</p> <ul style="list-style-type: none"> • Excellent research skills. • Ability to problem solve and think critically. • Ability to collect, analyze and interpret information. • Ability to organize, prioritize, and follow through on tasks. • Professionalism, confidentiality, and discretion. <p style="text-align: center;">- OR -</p> <p style="text-align: center;">An equivalent combination or relevant education and experience.</p>	
Pay Rate	\$16.022 per hour	
Benefits	<p>UTA offers a competitive Total Rewards Package with features to meet the needs of a diverse workforce and their families. Package includes: competitive pay; an employee health and wellness program including a free on-site clinic with no cost to employees and dependents; on-site fitness facilities; medical, dental, life, vision and disability insurance; flexible spending account; 457 retirement; pension plan; retiree medical account; transit passes for employees and dependents; tuition reimbursement; paid time off including 11 holidays/year; training development and career advancement opportunities.</p>	
How to Apply	<p>Apply on our website at: www.rideuta.com For additional questions, please call Human Resources at 801-287-2324 To learn more and connect with UTA, please follow us on:</p> <p style="text-align: center;"> </p> <p style="text-align: center;">All UTA property is designated as Tobacco-Free</p>	