

## **Summer Student position with the Office of Parliamentary Counsel at the Legislative Assembly of Alberta**

The Office of Parliamentary Counsel provides comprehensive and non-partisan legal and legislative drafting services to the Speaker of the Legislative Assembly and other presiding officers, Members of the Legislative Assembly and the Clerk of the Legislative Assembly. Lawyers in the Office of Parliamentary Counsel also act as the Legislative Assembly Office's in-house legal team.

The Office of Parliamentary Counsel is seeking a law student from May to August 2025. Some of the work that the successful candidate may be asked to do includes the following:

- conducting research in a variety of legal areas, including parliamentary procedure and practice, constitutional law, contract law, leasing, employment law, information access and privacy law, and intellectual property law;
- assisting in the review and preparation of legal agreements, including contracts for services and commercial leases;
- assisting with legislative drafting and statutory interpretation.

The ideal candidate will have some knowledge of the legislative process and the operation of the Legislative Assembly. Good verbal and written communication skills are also assets. Ability to work in Microsoft Office is required. Remuneration is up to \$33.28 per hour, and an additional 11.2% in lieu of holiday and statutory entitlements.

The position will commence May 2025 and continue until a mutually agreeable date in August 2025.

Those wishing to apply should send their resumes and transcripts electronically, including most recent marks, to [hr@assembly.ab.ca](mailto:hr@assembly.ab.ca). To be considered for the position, applications must be received by **February 28, 2025**.