

**Michigan Senate
Senator Peter MacGregor**

POSITION POSTING

Internship Opportunity

Summary Position Description: The office of Senator MacGregor is currently looking to fill internship positions for the Fall, Winter and Spring semesters. The internship is based in Senator MacGregor's Lansing Office. This individual will provide assistance to senate staff ranging in the areas of legislation, communications, constituent affairs, and general office management. Some responsibilities will include: Corresponding to constituents, answering phones, email and mail, and filing.

Qualifications: Previous office experience and knowledge of the Legislature and legislative process is helpful, but not required. Computer skills, including knowledge of the Microsoft Office Suite, strong writing, communication and interpersonal skills, and a positive, outgoing, and friendly attitude are required. High School Diploma is required.

Status: This is an unpaid position. Hours are negotiable and school credit can be arranged.

Caucus: Republican

This is an unpaid, non-civil service, at-will position.

Please send resume and cover letter to:

Office of Senator Peter MacGregor
Attn: AJ Rodriguez, Legislative Assistant
P.O. Box 30036
Lansing, MI 48909
Phone: (517) 373-0797

Email: senpmacgregor@senate.michigan.gov

The Michigan State Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 373-2710.