

MICHIGAN SENATE

SENATOR SHIRKEY POSITION POSTING

INTERNSHIP OPPORTUNITY

Summary Position Description: The individual will provide assistance to the Senator and staff ranging in the areas of legislation, communications, constituent affairs, and general office management. Some responsibilities will include: assisting constituents in-person and by phone, preparing written correspondence, and monitoring legislation.

Minimum Qualifications Include: Applicants should be enrolled in an undergraduate or graduate-level academic program and possess strong written and verbal communication skills. A basic understanding of the legislative process and computer office programs is helpful.

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

Governing Caucus: Republican

This is a non-civil service, at-will position.

Interested applicants please submit a resume and cover letter to:

Senator Shirkey

PO Box 30036

Lansing, MI 48909

Email: MDiffin@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 517-373-1675.