

# MICHIGAN SENATE

## SENATOR WOZNIAK POSITION POSTING

### INTERNSHIP OPPORTUNITY

**Summary Position Description:** The individual will provide assistance to the Senator and staff and will be responsible for a wide range of responsibilities, including answering phone calls and taking messages from constituents, researching legislation to support the Senator's staff, and assisting with general office management. They will have the opportunity to see firsthand how a legislative office functions and how the legislative process plays out in state government.

**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 Douglas C. Wozniak

PO Box 30036

Lansing, MI 48909

Email: [SenDWozniak@senate.michigan.gov](mailto:SenDWozniak@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.