

MICHIGAN SENATE

SENATOR LUCIDO POSITION POSTING

INTERNSHIP OPPORTUNITY

Summary Position Description: The individual will provide administrative assistance to the Senator and staff in areas ranging from communications, constituent relations, and general office administration, while having the opportunity to learn and experience the legislative process through daily office activities and occasional attendance of committee hearings and Senate session. Some responsibilities will include: researching and preparing responses to constituent inquiries, filing, monitoring local print media for items of interest, drafting correspondence, data entry, and special projects as assigned.

Minimum Qualifications Include: Applicants should be enrolled in an undergraduate or graduate-level academic program, possess strong written and verbal communication skills, have an interest in learning about the inner workings of a legislative office, and enjoy the idea of assisting others through public service.

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 Lucido

PO Box 30036

Lansing, MI 48909

Email: SenPLucido@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.