

MICHIGAN SENATE

SENATOR SHINK POSITION POSTING

INTERNSHIP OPPORTUNITY

Summary Position Description: The individual will provide assistance to the Constituent Services and Scheduling Manager ranging in the areas of legislation, communications, constituent affairs, and general office management. Some responsibilities will include preparing written correspondence, constituent casework, and administrative duties.

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: \$15 per hour; 15-24 hours per week

Governing Caucus: Democrat

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

Interested applicants please submit a resume and cover letter to:

Jeffrey Hillman

PO Box 30036

Lansing, MI 48909

Email: JHillman@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.