

MICHIGAN SENATE

SENATOR HOITENGA 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 with inquiries on legislation or issues with state departments, monitoring legislation, preparing written correspondence, maintaining constituent database, and conducting legislative research.

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

Schedule: Applicants should have availability on Senate session days (Tuesday, Wednesday, Thursday) from 9 am - 4 pm (flexible).

Governing Caucus: Republican

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

Interested applicants please submit a resume and cover letter to:

Senator Hoytenga
PO Box 30036
Lansing, MI 48909
Email: CWortz@senate.michigan.gov

The Michigan Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, sexual orientation, gender identity or expression, 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.