

MICHIGAN SENATE

SENATOR KLINEFELT POSITION POSTING

INTERNSHIP OPPORTUNITY

Summary Position Description: The individual will provide assistance to the Senate Democratic staff ranging in the areas of legislation, communications, constituent affairs, and general office management. Some responsibilities will include: legislative research and preparing and producing written and visual documents.

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 experience using Excel, Office, and Google Suites.

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

Governing Caucus: Democrat

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

Interested applicants please submit a resume and cover letter to:

Senator Klinefelt

PO Box 30036

Lansing, MI 48909

Email: ELefko@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.