

**MICHIGAN DEPARTMENT OF COMMUNITY HEALTH (MDCH) INTERNSHIP PROGRAM
 INTERNSHIP DESCRIPTION FORM**

INTERNSHIP HOST INFORMATION	
State Department / Agency: MDCH	
Administration / Office: Operations Administration/Office of Audit	
Location of Internship: Office of Audit Capitol Commons Center Lansing	
Intern Supervisor's Name(s): Delyce Reynolds	
Intern Supervisor's Title(s): Audit Specialist	
Intern Supervisor's Phone: 241-9135	Intern Supervisor's Email: reynoldsd

APPROVAL	
Supervisor Approval <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Approving Supervisor Name (<i>signature not required</i>): Debra Hallenbeck

INTERNSHIP SCHEDULE	
Internship Time Period: Winter/Spring (Jan - Apr) - 2012	Internship Hours Requested Per Week: 20

PREFERRED EDUCATION		
Major / Minor: Accounting		
Level of Education: Open to Undergraduates and Graduates		
Preferred Skills / Qualifications:		
<ul style="list-style-type: none"> - Completion of 12 semester hours or 16 term credits in Accounting. Experience with microsoft Office Software Excel & Word. Knowledge of generally accepted accounting principles and professional auditing standards. 		
Through this internship, student intern will develop or further strengthen the following competencies:		
<input checked="" type="checkbox"/> Adaptability	<input type="checkbox"/> Continuous Learning	<input type="checkbox"/> Initiating Action
<input type="checkbox"/> Building Strategic Working Relationships	<input checked="" type="checkbox"/> Contributing to Team Success	<input type="checkbox"/> Innovation
<input type="checkbox"/> Building Trust	<input type="checkbox"/> Customer Focus	<input checked="" type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input checked="" type="checkbox"/> Decision Making	<input checked="" type="checkbox"/> Tech/Prof Knowledge & Skills
<input checked="" type="checkbox"/> Communication	<input checked="" type="checkbox"/> Follow-Up	<input checked="" type="checkbox"/> Work Standards

INTERNSHIP DESCRIPTION
Internship Title: Audit Review Intern
Intern Responsibilities / Projects:
<ul style="list-style-type: none"> - Review subrecipient audit reports to ensure reports are completed in accordance with applicable regulations and contract provisions; and, in coordination with mentor, follow-up on audit findings and issues that impact MDCH-funded programs. - Review audit reports for compliance with applicable regulations and contract provisions - Complete applicable audit review checklists - Enter review results and follow-up actions in the data base

APPLICATION PROCESS		
Submit: 1) internship application, 2) résumé, and 3) cover letter to the appropriate Internship Coordinator.		
Administration	Coordinator	E-mail
Public Health	Stella Christian	ChristianS@michigan.gov
Behavioral Health & Developmental Disabilities	Jan Zwarka	ZwarkaJ@michigan.gov
Medical Services	Trena Larner	LarnerT@michigan.gov

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Policy & Planning	Shelly Murrell	MurrellS@michigan.gov
Operations	Nancy Houts	HoutsN@michigan.gov
Other	Shelly Murrell	MurrellS@michigan.gov

For more information about the Michigan Department of Community Health Internship Program,
Please visit: www.michigan.gov/mdch/careers -click on Internships