Michigan Department of Community Health (MDCH)

INTERN POSITION

MENTOR INFORMATION	
Date January 6, 2011	Mentor Name Shelly Murrell
Administration Other/Executive Office	Bureau/Section Bureau of Support and Services/Workforce Transformation

INTERNSHIP INFORMATION		
Position Title Workforce Transformation Intern	Position Location Lansing, MI	Desired Start Date April 1, 2011

Description of the Intern Responsibilities

Looking for an intern that can assist Workforce Transformation in their recruiting and retention strategies for DCH. This intern will be responsible for helping plan department events, assist in department programs, help identify department needs and make recommendations, help increase communication throughout the department and help with the Lean Process Improvement Workshops.

List project/s for the Intern (not administrative work)

Specific projects include: Research, create and present training material, attend training opportunities, research what other agencies/companies are doing to be successful, help organize events such as the Recognition Ceremony, Take Our Daughters and Sons to Work Day, Employee Appreciation Day, etc. Monitor Intranet and Internet sites looking for outdated information, improve our onboarding (new hire) process, meet, greet and briefly speak at new hire orientation. This intern needs to be able to write articles for our monthly newsletter.
They will also help organize and attend our Lean Process Improvement Workshops to help improve current processes.

Desired Skills/Qualifications of the Intern

This intern needs to be internet savvy and a great researcher. This person will be innovative, able to share ideas. They need to be flexible and able to switch gears/projects very quickly.

The intern needs strong research and analytical skills, knowledge of computer applications (Microsoft Office), ability to create documents and PowerPoint presentations, ability to multi-task and excellent communication skills. This person should be able to present in front of a large group, work independently or in a team setting.

Other Information (For example: desired length, hrs per week)

This is an unpaid internship but the intern will gain valuable experience.

NEXT STEPS

Please send completed form to the Administration's Internship Coordinator by e-mail.
Since this form is locked, the E-mail addresses are not hyperlinks.

Administration	Coordinator	E-mail
Other	Shelly Murrell	Murrells@michigan.gov