

STATE OF MICHIGAN INTERNSHIP PROGRAM
UNPAID INTERNSHIP DESCRIPTION



INTERNSHIP HOST INFORMATION
State Department / Agency: Civil Service Commission
State Division / Office: Office of Compliance / Capitol Commons Center
Location of Internship: Lansing

INTERNSHIP SCHEDULE	
Internship Time Period: All Semesters -	Internship Hours Requested Per Week: Approximately 20 hours per week

PREFERRED EDUCATION		
Major / Minor: Human Resources Management or Related Field		
Level of Education: Open to Undergraduates and Graduates		
Preferred Skills / Qualifications:		
<ul style="list-style-type: none"> - Ability to research and interpret data - Strong communication skills (verbal and written) 		
Through this internship, student intern will develop or further strengthen the following competencies:		
<input type="checkbox"/> Adaptability	<input type="checkbox"/> Continuous Learning	<input type="checkbox"/> Initiating Action
<input checked="" 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 type="checkbox"/> Work Standards

INTERNSHIP DESCRIPTION
Internship Title: Compliance Intern
Intern Responsibilities / Projects:
<ul style="list-style-type: none"> - Assist the Office of Compliance in ensuring that all state agency HR offices are processing transactions in accordance with applicable Civil Service Commission rules and regulations - Assist in conducting a biweekly review of selection/appointment transactions and documentation, classification activities, and compensation transactions - Assist in analysis of documentation to determine compliance and work with HR offices to resolve problems - Provide advice and assistance to agency HR offices pertaining to transactions, as needed

APPLICATION PROCESS
Submit: 1) internship application, 2) résumé, 3) cover letter, and 4) academic history to: MCSC-CareerServices@michigan.gov or 517-373-7690 (fax).

With questions or for more information about the State of Michigan Internship Program, please contact:
Brian J. Partie, Jr. Senior Career Consultant – College / University Relations
Career Services, Civil Service Commission, 517-373-3811, partieb@michigan.gov