



UNPAID INTERNSHIP DESCRIPTION

INTERNSHIP HOST INFORMATION

State Department / Agency: Civil Service Commission
State Division / Office: Office of Career Services
Location of Internship: Lansing

INTERNSHIP SCHEDULE

Internship Time Period: All Semesters	Internship Hours Requested Per Week: Approximately 16 Hours
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PREFERRED EDUCATION

Major / Minor: Human Resources or Related Field		
Level of Education: Open to Undergraduates and Graduates		
Preferred Skills / Qualifications: – Building Strategic Working Relationships, Communication, Follow-Up, Innovation, Planning & Organizing		
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 checked="" type="checkbox"/> Building Strategic Working Relationships	<input type="checkbox"/> Contributing to Team Success	<input checked="" type="checkbox"/> Innovation
<input type="checkbox"/> Building Trust	<input checked="" type="checkbox"/> Customer Focus	<input checked="" type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input type="checkbox"/> Decision Making	<input type="checkbox"/> Tech/Prof Knowledge & Skills
<input checked="" type="checkbox"/> Communication	<input type="checkbox"/> Follow-Up	<input type="checkbox"/> Work Standards

INTERNSHIP DESCRIPTION

Internship Title: Internship Program Intern
Intern Responsibilities / Projects: <ul style="list-style-type: none"> – Assist with continued development of the State of Michigan Internship Program – Conduct statewide research regarding internship requirements – Assist with development of an Affiliation Agreement, including liability considerations – Assist with marketing of State of Michigan Internship Program throughout all state colleges/universities and state departments – Revise and offer recommendations for departmental on-boarding program – Revise and offer recommendations for routing process of applications, including: interviews, and placement – Explore standardization of internship evaluation process – Assist with creation of master timeline for all three semesters

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:
 Civil Service Commission, Career Services, 800-788-1766, MCSC-CareerServices@michigan.gov