



UNPAID INTERNSHIP DESCRIPTION

INTERNSHIP HOST INFORMATION

State Department / Agency: Civil Service Commission
State Division / Office: Quality of Life Human Resources: Department of Agriculture & Rural Development, Environment Quality, and Natural Resources
Location of Internship: Constitution Hall, Downtown Lansing, MI

INTERNSHIP SCHEDULE

Internship Time Period: All Semesters	Internship Hours Requested Per Week: 25+ Flexible to student intern's schedule
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PREFERRED EDUCATION

Major / Minor: Human Resources/Leadership or related field
Level of Education: Undergraduate
Preferred Skills / Qualifications: <ul style="list-style-type: none"> - Attention to providing excellent customer service - Computer skills - Basic knowledge of HR office - Strong writing skills - Willingness to learn

Through this internship, student intern will develop or further strengthen the following competencies:		
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<input checked="" type="checkbox"/> Adaptability	<input checked="" type="checkbox"/> Continuous Learning	<input type="checkbox"/> Initiating Action
<input type="checkbox"/> Building Strategic Working Relationships	<input 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 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: Human Resources Intern
Intern Responsibilities / Projects: <ul style="list-style-type: none"> - Assist HR Reps with human resource assignments on selection and classification issues - Responsible for assisting with selection recommendations for compliance with the Quality of Life (Agriculture & Rural Development, Environmental Quality, & Natural Resources) and EEO policies - Responsible for assisting with classification transactions and HRMN inquiries - Develop training modules for Personnel Liaisons - Develop training modules for New Supervisor Training - Review and update Selection Process - Assist in identifying strategies for marketing internship and job opportunities to individuals of minority status

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



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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).

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