



## UNPAID INTERNSHIP DESCRIPTION

### INTERNSHIP HOST INFORMATION

**State Department / Agency:** Department of Environmental Quality

**State Division / Office:** Executive Division

**Location of Internship:** Lansing

### INTERNSHIP SCHEDULE

<b>Internship Time Period:</b> All Semesters	<b>Internship Hours Requested Per Week:</b> 10-20 hours per week
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### PREFERRED EDUCATION

**Major / Minor:** Secretarial Science/Office Management or Business Related

**Level of Education:** Open to Undergraduates and Graduates

**Preferred Skills / Qualifications:**

- Experience with Microsoft 2010 Suite (Word, Excel, PowerPoint)
- Good communication skills
- Good proofreading skills
- Filing skills
- Ability to work in a team environment

**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 checked="" type="checkbox"/> Customer Focus	<input 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 checked="" type="checkbox"/> Follow-Up	<input type="checkbox"/> Work Standards

### INTERNSHIP DESCRIPTION

**Internship Title:** General Office Assistant Intern

**Intern Responsibilities / Projects:**

- Filing and typing projects
- Proofreading
- Schedule meetings
- Assist and back up other secretaries and managers in the Executive Division

### APPLICATION PROCESS

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