



UNPAID INTERNSHIP DESCRIPTION

INTERNSHIP HOST INFORMATION

State Department / Agency: Human Services
State Division / Office: Children's Trust Fund
Location of Internship: Lansing

INTERNSHIP SCHEDULE

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

Major / Minor: Social Work (or similar major), Nonprofit Administration
Level of Education: Open to Undergraduates and Graduates
Preferred Skills / Qualifications: <ul style="list-style-type: none"> – Professional, self-motivated and team oriented – Ability to research and focus – Excellent oral and written skills – Ability to work independently and manage time effectively – Organizational project planning skills – Has a special interest in children's issues

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

INTERNSHIP DESCRIPTION

Internship Title: Research Assistant Internship
Intern Responsibilities / Projects: <ul style="list-style-type: none"> – Research, Documentation Development, Project Planning and Assist in its Management

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).
