



## UNPAID INTERNSHIP DESCRIPTION

<b>INTERNSHIP HOST INFORMATION</b>
<b>State Department / Agency:</b> Department of Human Services
<b>State Division / Office:</b> Social Security Administration Disability Determination Services Office of State Programs (OSP) Central Service Area (CSA)
<b>Location of Internship:</b> Lansing

<b>INTERNSHIP SCHEDULE</b>	
<b>Internship Time Period:</b> All Semesters	<b>Internship Hours Requested Per Week:</b> Approximately 20 hours per week

<b>PREFERRED EDUCATION</b>		
<b>Major / Minor:</b> Social Worker, Psychology, Sociology, Community Health major/minor preferred Any other major will be acceptable.		
<b>Level of Education:</b> Open to Undergraduates and Graduates		
<b>Preferred Skills / Qualifications:</b>		
<ul style="list-style-type: none"> <li>– Customer centered service attitude</li> <li>– Professional, positive demeanor</li> <li>– Able to work independently and manage time effectively</li> <li>– Effective communication skills</li> <li>– Skills in creating appropriate testing, tracking, reporting documents</li> <li>– Detail oriented</li> </ul>		
<b>Through this internship, student intern will develop or further strengthen the following competencies:</b>		
<input checked="" type="checkbox"/> Adaptability	<input type="checkbox"/> Continuous Learning	<input checked="" type="checkbox"/> Initiating Action
<input type="checkbox"/> Building Strategic Working Relationships	<input checked="" type="checkbox"/> Contributing to Team Success	<input checked="" type="checkbox"/> Innovation
<input checked="" 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 type="checkbox"/> Follow-Up	<input checked="" type="checkbox"/> Work Standards

<b>INTERNSHIP DESCRIPTION</b>
<b>Internship Title:</b> Performance Measurement and Statistical Analyst Intern
<b>Intern Responsibilities / Projects:</b>
<ul style="list-style-type: none"> <li>– Develop a performance measurement test utilizing time studies to categorize or breakdown the various skill areas required in the Retirement Unit. and the State Hearings and Review Team.</li> <li>– Research performance measurement based on the various disability groups: Education, State Employees, State Police, and the Judiciary.</li> <li>– The Scope of the statistical report will involve the geographical statistical breakdown of the allowance and denial of each employment group. This report would involve the EEO statistical Analysis in the application of the policy regarding Duty versus Non-Duty and Permanence.</li> <li>– Research and assess the skills required to be a successful Retirement Unit Disability Examiner</li> <li>– Develop a performance measurement test targeting identified skill areas as they apply to individual aspects of case processing.</li> </ul>

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](mailto:MCSC-CareerServices@michigan.gov) or 517-373-7690 (fax).

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