



UNPAID INTERNSHIP DESCRIPTION

INTERNSHIP HOST INFORMATION
State Department / Agency: Department of Human Services
State Division / Office: Social Security Administration Disability Determination Services Southwest Service Area
Location of Internship: Kalamazoo

INTERNSHIP SCHEDULE	
Internship Time Period: All Semesters	Internship Hours Requested Per Week: Up to 20 hours per week, flexible with intern's schedule and office needs. Three to four month placement with the possibility of extension by mutual agreement.

PREFERRED EDUCATION		
Major / Minor: Vocational Rehabilitation/ Counseling/ Statistics, Social Sciences, or similar field.		
Level of Education: Graduate		
Preferred Skills / Qualifications:		
<ul style="list-style-type: none"> - Successful achievement in program involving vocational rehabilitation/counseling/statistics, social sciences, or similar field - Excellent (verbal and written) communication skills & organizational skills - Excellent computer skills - Research and assessment abilities - Fast learner, adaptable, dependable, & self-motivated 		
Through this internship, student intern will develop or further strengthen the following competencies:		
<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 checked="" type="checkbox"/> Building Trust	<input 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 type="checkbox"/> Communication	<input type="checkbox"/> Follow-Up	<input checked="" type="checkbox"/> Work Standards

INTERNSHIP DESCRIPTION
Internship Title: Disability Program Vocational Intern
Intern Responsibilities / Projects:
<ul style="list-style-type: none"> - Provide assistance to examiners by reviewing and assessing case documents, clarify and compile information regarding work activities and job descriptions from claimants and employers - Determine the skill level, exertional requirements, and relevancy of each job - Assess claimant ability to perform work duties may determine capacity for other jobs in national economy - Complete vocational documentation on disability electronic case processing tool (eCAT) Review and keep information provided by claimants to determine if adequate information was submitted per SSA program requirements and guidelines - Contact claimants or employers to obtain details on job duties of past work and assessing relevancy

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



UNPAID INTERNSHIP DESCRIPTION

- Researching state and federal vocational databases
- Create database of vocational analyses

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).