



UNPAID INTERNSHIP DESCRIPTION

INTERNSHIP HOST INFORMATION

State Department / Agency: Department of Technology, Management and Budget
State Division / Office: Strategic Initiatives and Records Management Services Division
Location of Internship: Lansing

INTERNSHIP SCHEDULE

Internship Time Period: Summer (May - Aug) - 2013	Internship Hours Requested Per Week: 10-20
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PREFERRED EDUCATION

Major / Minor: Library Sciences, Archival Studies, Business, Law, Management Information Systems
Level of Education: Open to Undergraduates and Graduates
Preferred Skills / Qualifications: <ul style="list-style-type: none"> - Understanding of Records Management - Ability to catalog records - Ability to compile data for reporting purposes - Ability to document business processes - Ability to prepare and make presentations - Ability to complete research assignments utilizing current tools

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 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 checked="" type="checkbox"/> Tech/Prof Knowledge & Skills
<input checked="" type="checkbox"/> Communication	<input type="checkbox"/> Follow-Up	<input checked="" type="checkbox"/> Work Standards

INTERNSHIP DESCRIPTION

Internship Title: Records Management Intern
Intern Responsibilities / Projects: <ul style="list-style-type: none"> - Work with various software and electronic document solutions - Responsible for the effective and appropriate management of an organization's records from their creation through to their eventual disposal - Provide access to accurate records for a range of operational and strategic purposes and liaise with senior managers in order to improve the organization's efficiency and to help ensure the preservation of archives for the future - Assist with developing presentations utilizing current technologies

APPLICATION PROCESS

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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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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