



UNPAID INTERNSHIP DESCRIPTION

INTERNSHIP HOST INFORMATION

State Department / Agency: Office of the Governor, Communications
State Division / Office: Executive Office
Location of Internship: Romney Building, Downtown Lansing

INTERNSHIP SCHEDULE

Internship Time Period: All Semesters	Internship Hours Requested Per Week: 20-40
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PREFERRED EDUCATION

Major / Minor: Communications/ Journalism/ Political Science/ Public Policy
Level of Education: Open to Undergraduates and Graduates
Preferred Skills / Qualifications: <ul style="list-style-type: none"> - Strong writing abilities and proficiency in social media tools - Interns should possess an interest in media, website editing, speechwriting and researching, or communications. - Proficiency in Spanish or other foreign languages preferred.

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

INTERNSHIP DESCRIPTION

Internship Title: Communications Intern
Intern Responsibilities / Projects: <ul style="list-style-type: none"> - The Communications Division crafts the message that the Governor delivers to the state. Through speeches, web videos and newspaper articles, the Communications Division keeps the state informed. - The Communications Division is also responsible for drafting tributes and proclamations honoring the citizens of Michigan. - Intern will learn about and work with different areas of the media - speechwriting, news media, regional press, surrogate press and message and event planning. Interns should possess an interest in media, website editing, speechwriting and researching, or communications. Proficiency in Spanish or other foreign languages preferred.

APPLICATION PROCESS

To apply for an internship, please submit a 1-2 page personal statement and a resume to intern@michigan.gov .

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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