



UNPAID INTERNSHIP DESCRIPTION

INTERNSHIP HOST INFORMATION

State Department / Agency: Office of the Governor, Legislative Affairs
State Division / Office: Executive Office
Location of Internship: Capitol Building, Downtown Lansing

INTERNSHIP SCHEDULE

Internship Time Period: All Semesters	Internship Hours Requested Per Week: 10-20
--	---

PREFERRED EDUCATION

Major / Minor: Public Policy
Level of Education: Open to Undergraduates and Graduates
Preferred Skills / Qualifications: -

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: Legislative Affairs Intern
Intern Responsibilities / Projects: <ul style="list-style-type: none"> - The Office of Legislative Affairs serves as the Governor's primary liaison to the Michigan State Legislature, and is responsible for advancing the Governor's legislative agenda in the state Capitol. - Every day, the Legislative team is on the front line, working with Senators, Representative and their staffs to promote the Governor's priorities. - Interns will work alongside staff members in our Senate and House liaison office by helping notify Senators and Representatives about executive office initiatives, assisting with research on legislation and floor activity, attending committee meetings, staffing legislative events and serving as an initial point of contact for legislators.

APPLICATION PROCESS

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