



UNPAID INTERNSHIP DESCRIPTION

INTERNSHIP HOST INFORMATION

State Department / Agency: Office of the Governor, Strategy
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: 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 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: Strategy Intern
Intern Responsibilities / Projects: <ul style="list-style-type: none"> - The Office of Strategy works closely with cabinet leadership to develop policy. - The office also works with Legislative Affairs to establish the legislative agenda for the Executive Office of the Governor. - Interns will be responsible for researching public policy issues and preparing background briefings, policy memos and fact sheets for policy staff.

APPLICATION PROCESS

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