



## UNPAID INTERNSHIP DESCRIPTION

<b>INTERNSHIP HOST INFORMATION</b>
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<b>State Department / Agency:</b> Civil Service Commission
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<b>State Division / Office:</b> Employee Benefits Division
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<b>Location of Internship:</b> Lansing
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<b>INTERNSHIP SCHEDULE</b>
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<b>Internship Time Period:</b> All Semesters	<b>Internship Hours Requested Per Week:</b> 15-20 hours per week.
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<b>PREFERRED EDUCATION</b>
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<b>Major / Minor:</b> Human Resources Mangement, Communications or Public Administration
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<b>Level of Education:</b> Graduate
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<p><b>Preferred Skills / Qualifications:</b></p> <ul style="list-style-type: none"> <li>- Excellent written and verbal communication skills</li> <li>- Critical and strategic thinking</li> <li>- Ability to research and interpret data</li> <li>- Analytical skills</li> <li>- Ability to work independently and manage time effectively</li> <li>- Professional and self-driven</li> <li>- Experience in writing policies and procedural documents</li> </ul>
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<b>Through this internship, student intern will develop or further strengthen the following competencies:</b>
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<input type="checkbox"/> Adaptability	<input type="checkbox"/> Continuous Learning	<input checked="" 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 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

<b>INTERNSHIP DESCRIPTION</b>
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<b>Internship Title:</b> Policy & Procedure Intern
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<p><b>Intern Responsibilities / Projects:</b></p> <ul style="list-style-type: none"> <li>- The primary responsibilities of the internship will require the ability to research and analyze policies and procedures and determine how they relate to current rules, regulations and legal guidance.</li> <li>- Interns will be required to compare and contrast current documentation for clarity, consistency and gaps.</li> <li>- Skills and abilities related to written communication will be used to draft, revise and update documentation.</li> <li>- Ability to analyze and communicate will be relied upon to develop and present recommendations for process improvements.</li> <li>- Interns will be required to communicate effectively with staff to gather information to be included in revised documentation and for presentation of recommendations to management.</li> <li>- Participation in requirements gathering sessions and other project related activities as assigned.</li> </ul>
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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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### APPLICATION PROCESS

Submit: 1) internship application, 2) résumé, 3) cover letter, and 4) academic history to:  
[MCSC-CareerServices@michigan.gov](mailto:MCSC-CareerServices@michigan.gov) or 517-373-7690 (fax).

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