



## UNPAID INTERNSHIP DESCRIPTION

### INTERNSHIP HOST INFORMATION

<b>State Department / Agency:</b> Department of Environmental Quality
<b>State Division / Office:</b> Quality of Life
<b>Location of Internship:</b> Lansing

### INTERNSHIP SCHEDULE

<b>Internship Time Period:</b> All Semesters	<b>Internship Hours Requested Per Week:</b> 20
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### PREFERRED EDUCATION

<b>Major / Minor:</b> Web Design, Computer Science, Computer Information Systems
<b>Level of Education:</b> Select One
<b>Preferred Skills / Qualifications:</b> <ul style="list-style-type: none"> <li>– Ability to learn and/or work with Microsoft SharePoint software</li> <li>– Interest in Web Design/Web Development and Web Content</li> <li>– Exceptional written or oral communication skills</li> <li>– Easily adaptable to working with multiple groups &amp; departments</li> <li>– Interests in Human Resources preferred but not required</li> </ul>

**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 checked="" type="checkbox"/> Building Strategic Working Relationships	<input type="checkbox"/> Contributing to Team Success	<input 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 type="checkbox"/> Communication	<input type="checkbox"/> Follow-Up	<input checked="" type="checkbox"/> Work Standards

### INTERNSHIP DESCRIPTION

<b>Internship Title:</b> Quality of Life Web Content Intern
<b>Intern Responsibilities / Projects:</b> <ul style="list-style-type: none"> <li>– Primary intern project includes working with the HR Director in merging web content of three state agencies into one user friendly format within the state's Microsoft software SharePoint.</li> <li>– Other projects include E-HRIS (Electronic Human Resource Information Systems).</li> </ul>

### APPLICATION PROCESS

Submit: 1) internship application, 2) résumé, 3) cover letter, and 4) academic history to: <a href="mailto:MCSC-CareerServices@michigan.gov">MCSC-CareerServices@michigan.gov</a> or 517-373-7690 (fax).
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