



UNPAID INTERNSHIP DESCRIPTION

INTERNSHIP HOST INFORMATION

State Department / Agency: Department of Education/Library of Michigan
State Division / Office: Statewide Library Services
Location of Internship: Lansing

INTERNSHIP SCHEDULE

Internship Time Period: Summer (May - Aug) - 2012	Internship Hours Requested Per Week: 10-15 hours per week
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PREFERRED EDUCATION

Major / Minor: Library/Information Science or Education or Communications
Level of Education: Open to Undergraduates and Graduates
Preferred Skills / Qualifications: <ul style="list-style-type: none"> - Excellent verbal and written communication skills - Technological savviness - Experience with Camtasia or other similar software - Experience with Web development - Experience evaluating Web sites

Through this internship, student intern will develop or further strengthen the following competencies:		
<input type="checkbox"/> Adaptability	<input checked="" type="checkbox"/> Continuous Learning	<input checked="" type="checkbox"/> Initiating Action
<input checked="" type="checkbox"/> Building Strategic Working Relationships	<input checked="" type="checkbox"/> Contributing to Team Success	<input type="checkbox"/> Innovation
<input type="checkbox"/> Building Trust	<input checked="" type="checkbox"/> Customer Focus	<input type="checkbox"/> Planning & Organization
<input checked="" 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 type="checkbox"/> Work Standards

INTERNSHIP DESCRIPTION

Internship Title: Michigan Library-Web/Office Intern
Intern Responsibilities / Projects: <ul style="list-style-type: none"> - Assist in teaching Plinkit Web development software to library staff - Create a series of Plinkit tutorials using Camtasia - Test all Websites in the Michigan eLibrary (MeL) Gateways for bad links - Further develop Kids and Teens section for Plinkit Web sites - Coordinate Michigan Reads! Kick-off events around the state over the phone - Assist with filing and other routine office tasks

APPLICATION PROCESS

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