

STATE OF MICHIGAN INTERNSHIP PROGRAM
UNPAID INTERNSHIP DESCRIPTION



INTERNSHIP HOST INFORMATION
State Department / Agency: Michigan State Police
State Division / Office: Support Services Bureau / Grants Management Section
Location of Internship: MSP Headquarters Lansing

INTERNSHIP SCHEDULE	
Internship Time Period: Winter/Spring (Jan - Apr) - 2012	Internship Hours Requested Per Week: 15-20

PREFERRED EDUCATION		
Major / Minor: Business, General Administration, Computer Science, Information Technology, Information Systems or Related Field		
Level of Education: Open to Undergraduates and Graduates		
Preferred Skills / Qualifications:		
<ul style="list-style-type: none"> - Database knowledge and experience - SQL knowledge - Knowledge of Business Rules/Requirements - Knowledge of grants or project management systems preferred - Excellent presentation skills (oral and written) preferred 		
Additional Information:		
<ul style="list-style-type: none"> - Internship may be extended by mutual agreement between department and intern. - This position requires passing a pre-employment screening, including passing a drug screen, criminal history background check and a fingerprint check by the Michigan State Police. 		
Through this internship, student intern will develop or further strengthen the following competencies:		
<input type="checkbox"/> Adaptability	<input type="checkbox"/> Continuous Learning	<input checked="" type="checkbox"/> Initiating Action
<input 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 checked="" type="checkbox"/> Follow-Up	<input type="checkbox"/> Work Standards

INTERNSHIP DESCRIPTION	
Internship Title: Grants Management System Implementation Intern	
Intern Responsibilities / Projects:	
<ul style="list-style-type: none"> - Working with the different divisions to determine process flow and specific project customization requirements - Providing logins/passwords to people assigned to the system from each division - Customization, implementation and maintenance of the grants management application purchased by the MSP - SQL query optimization and implementation of the newly installed grants management software application - Training new users on the software - Conducting configuration management - Mapping project workflow of business rules and requirements 	

With questions or for more information about the State of Michigan Internship Program, please contact:
 Brian J. Partie, Jr. Senior Career Consultant – College / University Relations
 Career Services, Civil Service Commission, 517-373-3811, partieb@michigan.gov

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- Tracking the implementation and training of the divisions
- Testing software for each program area while in the development stages
- Documenting of the implementation process

APPLICATION PROCESS

This position requires passing a pre-employment screening, including passing a drug screen, criminal history background check and a fingerprint check by the Michigan State Police.

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

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