



UNPAID INTERNSHIP DESCRIPTION

INTERNSHIP HOST INFORMATION

State Department / Agency: Department of Human Services
State Division / Office: Social Security Administration Disability Determination Services Northern Service Area (NSA)
Location of Internship: Traverse City

INTERNSHIP SCHEDULE

Internship Time Period: All Semesters	Internship Hours Requested Per Week: Approximately 20 hours per week
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PREFERRED EDUCATION

Major / Minor: Any
Level of Education: Open to Undergraduates and Graduates
Preferred Skills / Qualifications: <ul style="list-style-type: none"> - Customer centered service attitude - Professional, positive demeanor - Able to work independently and manage time effectively - Effective communication skills - Skills in creating appropriate testing, tracking, reporting documents - Detail oriented

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

INTERNSHIP DESCRIPTION

Internship Title: Performance Measurement Testing Intern
Intern Responsibilities / Projects: <ul style="list-style-type: none"> - Develop a performance measurement test utilizing time studies to categorize or breakdown the various skill areas required in the Disability Examiner position and associate those areas with a production rate. - Research performance measurement testing and time studies as applicable to various industries and how they are used under the scope of the Department of Labor - Research and assess the skills required to be a successful Disability Examiner - Interview staff and review case data as necessary - Develop a performance measurement test targeting identified skill areas as they apply to individual aspects of case processing - Conduct time studies and testing on employees identified by Administration - Develop a spreadsheet to track and monitor results

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 or 517-373-7690 (fax).

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