



UNPAID INTERNSHIP DESCRIPTION

INTERNSHIP HOST INFORMATION

State Department / Agency: Department of Human Services
State Division / Office: Social Security Administration Disability Determination Services Office of State Program (OSP)
Location of Internship: Detroit and Lansing

INTERNSHIP SCHEDULE

Internship Time Period: All Semesters	Internship Hours Requested Per Week: 15-20 hours per week, two semesters
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PREFERRED EDUCATION

Major / Minor: Human Resources, Business or Legal Background (major/strong minor)
Level of Education: Open to Undergraduates and Graduates
Preferred Skills / Qualifications: <ul style="list-style-type: none"> – Computer skills (Excel, Word, Power Point) – Ability to communicate effectively and professionally – Organized, verbal and written skills – Second language is desirable

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 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 type="checkbox"/> Follow-Up	<input checked="" type="checkbox"/> Work Standards

INTERNSHIP DESCRIPTION

Internship Title: Program Assistant Intern
Intern Responsibilities / Projects: <ul style="list-style-type: none"> – Assist staff in serving as county customer liaison responding to phone and email inquiries – Assist contract manager in providing internal customer support to the office medical consultants – Assist statistical and data analysis of OSP program reports to increase the effectiveness and efficiencies of the Program Office – Serve as training liaison with development of training packets – Generate training team statistical reports from evaluation responses – Conduct quality team analysis (SHRT) for best practices and training refresher needs – Maintain communication reports with OSP Staff (Medical Review Team/State Hearing Review Team/RU) create minutes and action items – Provide statistical analysis of Pilot Project data

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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