



## UNPAID INTERNSHIP DESCRIPTION

### INTERNSHIP HOST INFORMATION

<b>State Department / Agency:</b> Treasury
<b>State Division / Office:</b> Collection Division
<b>Location of Internship:</b> Dimondale

### INTERNSHIP SCHEDULE

<b>Internship Time Period:</b> Summer (May - Aug) - 2012	<b>Internship Hours Requested Per Week:</b> 20-25
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### PREFERRED EDUCATION

<b>Major / Minor:</b> Business Administration, Political Science, Communication
<b>Level of Education:</b> Open to Undergraduates and Graduates
<b>Preferred Skills / Qualifications:</b> <ul style="list-style-type: none"> <li>- Knowledge of Basic Math</li> <li>- Excellent Written &amp; Oral Communication Skills</li> <li>- Basic computer skills including Microsoft Word, Excel, &amp; Access</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 checked="" type="checkbox"/> Initiating Action
<input checked="" type="checkbox"/> Building Strategic Working Relationships	<input checked="" type="checkbox"/> Contributing to Team Success	<input checked="" type="checkbox"/> Innovation
<input checked="" type="checkbox"/> Building Trust	<input checked="" 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 checked="" type="checkbox"/> Communication	<input checked="" type="checkbox"/> Follow-Up	<input checked="" type="checkbox"/> Work Standards

### INTERNSHIP DESCRIPTION

<b>Internship Title:</b> Forms/Policies and Procedures Intern
<b>Intern Responsibilities / Projects:</b> <ul style="list-style-type: none"> <li>- Perform various technical, professional, and administrative support activities for the project of reviewing, analyzing, and updating more than 300 Collection Division Policies, Procedures &amp; Forms.</li> <li>- Update files and convert paper files to electronic files.</li> <li>- Maintain and update multiple excel spreadsheets.</li> <li>- Attend meetings and provide insightful feedback and ideas regarding Collection Division policies, procedures, and forms.</li> <li>- Take meeting minutes.</li> <li>- Update and re-write policies, procedures and forms using a Word template.</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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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](mailto:MCSC-CareerServices@michigan.gov)