



UNPAID INTERNSHIP DESCRIPTION

INTERNSHIP HOST INFORMATION

State Department / Agency: Unemployment Insurance Agency
State Division / Office: Office of Employer Ombudsman
Location of Internship: Detroit

INTERNSHIP SCHEDULE

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

Major / Minor: Business / Human Resources / Political Science
Level of Education: Open to Undergraduates and Graduates
Preferred Skills / Qualifications: <ul style="list-style-type: none"> – Professional, self-driven and works well with others – Ability to research and interpret data – Ability to work independently and manage time effectively – Knowledge of Microsoft Word, Excel, and Access (not required)

Through this internship, student intern will develop or further strengthen the following competencies:		
<input checked="" type="checkbox"/> Adaptability	<input checked="" type="checkbox"/> Continuous Learning	<input 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 type="checkbox"/> Building Trust	<input checked="" type="checkbox"/> Customer Focus	<input checked="" type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input type="checkbox"/> Decision Making	<input type="checkbox"/> Tech/Prof Knowledge & Skills
<input type="checkbox"/> Communication	<input type="checkbox"/> Follow-Up	<input type="checkbox"/> Work Standards

INTERNSHIP DESCRIPTION

Internship Title: Office of Employer Ombudsman Intern
Intern Responsibilities / Projects: <ul style="list-style-type: none"> – Research employer organizations (including but not limited to Chambers of Commerce and business associations) in the state of Michigan – Assist in the development in a master employer database

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).
