

# MICHIGAN SENATE

## SENATE MAJORITY STAFF

### POSITION POSTING

#### CAUCUS SERVICES INTERN

#### SUMMARY:

Under the direction of the Senate Majority Leader Chief of Staff and supervised by the Caucus Services Specialist, the Caucus Services Intern serves as an assistant with Majority members and member offices as it relates to in district constituent contact.

#### ESSENTIAL JOB FUNCTIONS:

- Assist Majority members and member offices execute their Constituent Contact Program in appropriate districts
- Develops and maintains a positive working relationship with assigned members, with a primary focus on providing quality customer service and becoming an extension of the member's office

#### SECONDARY DUTIES AND RESPONSIBILITIES:

- Performs all other duties as assigned by the Caucus Services Director

#### EDUCATION/EXPERIENCE:

- Combination of Education and Experience evaluated on an individual basis

#### SKILLS AND KNOWLEDGE REQUIRED:

- Ability to develop and maintain good working relationships with colleagues, legislators and with staff and the public.
- Ability to work independently and as part of a team
- Ability to maintain confidentiality of information
- Ability to work outside of normal work schedule, as necessary
- Ability to prioritize multiple tasks in a fast-paced environment and meet deadlines that may be rigid or subject to change on short notice
- Ability to use diplomacy, discretion, and good judgment when disseminating information

This job description is not intended as a comprehensive list of all of the duties required of this position. Additional duties may be assigned from time to time, and the listed duties are subject to change at any time, with or without notice.

**STATUS:** 15 – 30 hours per week, limited term

**SALARY:** \$15 per hour

**GOVERNING CAUCUS:** Democrat

This is a non-civil service, at-will position.

**Interested applicants, please direct inquiries, cover letters, and resumes  
to:**

Michigan Senate  
PO Box 30036  
Lansing, MI 48909

Email: [Resume@senate.michigan.gov](mailto:Resume@senate.michigan.gov)

The Michigan Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, sexual orientation, gender identity or expression, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 517-373-1675.

