

# MICHIGAN SENATE

## SENATOR HERTEL POSITION POSTING

### INTERNSHIP OPPORTUNITY

**Summary Position Description:** The individual will provide assistance to the Senate Democratic staff ranging in the areas of legislation, constituent affairs, and general office management. Some responsibilities will include: legislative research, attending committee hearings, assisting with correspondence, and directing phone calls.

**Minimum Qualifications Include:** Applicants should be enrolled in an undergraduate or graduate-level academic program and possess strong written and verbal communication skills. A basic understanding of the legislative process is not required but preferred. Ability to use Microsoft office applications (Outlook, Word, Excel) highly preferred.

**Status:** This is an unpaid position. Applicants are highly encouraged to seek school credit opportunities while with the office.

**Governing Caucus:** Democratic

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

**Interested applicants please submit a resume and cover letter to:**

Senator Hertel

PO Box 30036

Lansing, MI 48909

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

The Michigan State Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, 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.