

# MICHIGAN SENATE

## MAJORITY SENATE DEMOCRATIC STAFF POSITION POSTING

### INTERNSHIP OPPORTUNITY

**Summary Position Description:** The individual will provide assistance to the Majority Senate Democratic staff ranging in the areas of legislation, communications, constituent affairs, and general office management. Some responsibilities will include: monitoring legislation, preparing written correspondence, and conducting legislative research. Computer office programs, mapping services, data research and visualizations, website build and design, and Information technology related services.

**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 and experience using Microsoft Office.

**Status:** This is an unpaid position. Hours are negotiable and school credit can be arranged.

**Governing Caucus:** Majority Democratic

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

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

Senate Majority Office  
PO Box 30036  
Lansing, MI 48909  
Email: [alshaw@senate.michigan.gov](mailto:alshaw@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.