

MICHIGAN SENATE

SENATE MAJORITY STAFF

POSITION POSTING

CAUCUS SERVICES INTERN

SUMMARY:

Under the direction of the Senate Majority Caucus Services Director and supervised by the Deputy Caucus Services Director, 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 in executing their Constituent Outreach Plan 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.

All offers of employment at the Michigan Senate are contingent upon clear results of a criminal history background check. Background checks will be conducted after a tentative offer of employment has been made and accepted.

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: TBissonette@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.

