

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Intern Coordinator

GRADE: 4

REPORTS TO: Human Resources Director

POSITION SUMMARY: This is an at-will, non-partisan position. Facilitate the recruitment, placement, and record keeping of Legislative Interns for the Michigan House of Representatives.

NATURE AND SCOPE:

The Intern Coordinator's primary function is to assist Member, Caucus, and Non-Partisan offices within the Michigan House of Representatives by recruiting individuals to serve as Legislative Interns. A byproduct of this endeavor is the ability to assist these applicants in their pursuit of professional and personal growth, which may include a desire for: general legislative experience and understanding, constituent relations or policy experience, networking opportunities, a hands-on learning environment, or even basic office experience.

PRINCIPAL ACCOUNTABILITIES:

1. The Intern Coordinator is responsible for recruitment of Paid, Volunteer, and Session Internship applicants as well as House Page applicants.
 - This begins with determining the need or willingness of each House office/department to host intern(s) through verbal and written communication at least one month before the start of each semester.
 - Next, the coordinator is responsible for creating and monitoring a general posting applicable to all Member and Caucus offices to be displayed on the House website, the State of Michigan jobs website, and various collegiate job/internship posting sites in order to recruit potential candidates on for each hiring office.
 - Non-partisan internships (Session Interns, Pages, etc.) are posted separately from the general posting.
 - The coordinator is also expected to communicate with college faculty and career services departments as necessary to increase recruitment. This includes the creation of informational materials, providing links and information regarding immediate occupancy postings to expedite distribution, and planning informational recruitment presentations on campuses to increase student interest and awareness.
 - Additionally, the coordinator is responsible for acquiring and observing academic calendars (for MSU and LCC especially) for reference and planning.
2. The coordinator is responsible for the pre-screening and distribution of Paid/Volunteer Intern, Session Intern, and House Page applications received by Human Resources

- The coordinator is expected to respond to submissions within two business days excluding State holidays and unexpected closures of House offices.
 - This process includes maintaining open communication with hiring offices to monitor the status of applications under consideration, providing alternative candidates (when available), and assisting with interviews as desired by each office.
3. The coordinator is responsible for maintaining records of active and former interns with regard to hiring office, dates of employment, number of weekly/bi-weekly service hours, personal and emergency contact information. Related duties include:
- Completing authorized verifications of employment for unpaid interns.
 - Providing House identification to all approved interns.
 - Acquiring/monitoring work permits, where applicable.
 - Sending follow-up notifications to supervising staff approximately two weeks or more before the end of each intern's service.
 - Monitoring the return of House materials (ID badge, etc.) after the completion of each internship.
4. Additional general responsibilities include:
- The coordinator is expected to maintain a working knowledge of House policies and State/Federal laws as they pertain to Paid and Volunteer Interns. This includes general assistance with questions regarding:
 - Hiring procedures and Personnel Action Forms.
 - Intern benefits (where applicable) such as: wages, parking options, and school credit, when possible.
 - Work permits and restrictions for minors.
 - Regulations for international interns.
 - Provide general support and assistance to fellow HR staff and other non-partisan departments as requested.
 - Other duties as assigned.

JOB QUALIFICATIONS: Associates degree, and/or equivalent position related experience.