

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Legislative Intern (full-time)
GRADE: 1
REPORTS TO: State Representative or Central Staff Director

POSITION SUMMARY: This is an at-will, partisan position unless specified otherwise. The Intern is provided valuable hands-on office and legislative experience in a fast-paced environment by assisting the Member and his or her staff in general office operations.

PRINCIPAL ACCOUNTABILITIES: Intern responsibilities vary between offices and may include, but are not limited to, constituent relations (e.g., answering and resolving constituent issues in a timely and professional manner), communications (e.g., responding to emails and letter writing), and administrative tasks (e.g., answering phones; filing, sorting, and organizing the office), as well as monitoring, researching, and analyzing legislation. The Intern also performs other duties as assigned.

An individual who serves as an Intern as part of a formal internship program is expected to keep his or her supervisor aware of any applicable academic program deadlines and requirements.

JOB QUALIFICATIONS: A student, veteran, or participant in a job entry program. The individual must have a positive attitude, communication skills, and knowledge of Microsoft Office applications. The individual must have a willingness to learn the legislative process and the operations of state government.