



# HOUSE *of* REPRESENTATIVES STATE OF MICHIGAN

ANDERSON HOUSE OFFICE BUILDING

PO BOX 30014, LANSING, MICHIGAN 48909-7514

## POSITION POSTING

### LEGISLATIVE INTERNSHIP

**General Description:** IMMEDIATE OPENING - The office of Representative Brian Elder of the 96th District is currently looking to fill internship positions in his Lansing office. Interns will have the opportunity to assist the Member and his staff in general office operations including constituent relations, communications and monitoring legislation. Selected candidates will gain valuable hands-on office and legislative experience in a fast-paced environment.

**Pay Range:** This is an unpaid position, but college credit is possible. (See your school's Internship Coordinator or Academic Advisor.)

**Work Schedule:** Tuesdays, Wednesdays, Thursdays (preferred availability), some Monday and/or Friday hours are also available. Specific schedule is negotiable and will be determined on an individual basis.

**Minimum Qualifications:** Applicants must be a student, veteran, or participant in job entry program. Strong applicants will have a positive attitude, previous office experience including knowledge of Microsoft Office applications, telephone skills, and writing skills. Knowledge of the Legislature is desired but not required. Applicants should have a writing sample and references available upon request.

**General Caucus:** Democratic

The position is a non-civil service appointment to state government. All employees of the House of Representatives are considered at-will.

**This position will remain open until filled.**

**Please send resume and cover letter to:**

**HumanResources@house.mi.gov**

**Or by mail to:**

**Michigan House of Representatives  
Human Resources  
P.O. Box 30014  
Lansing, MI 48909-7514**

The Michigan House of Representatives accepts resumes only for current position vacancies. Information regarding current position vacancies at the Michigan House of Representatives can be accessed online at [www.house.mi.gov](http://www.house.mi.gov).

The Michigan House of Representatives is an Equal Opportunity Employer. Michigan law prohibits discrimination based on religion, race, color, national origin, age, sex, marital status, height, weight, arrest record or handicap. If an accommodation is needed during the application process, please contact the House Human Resources Office at (517) 373-3069. An employee needing accommodations for employment must notify the employer in writing, within 182 days after the need is known. Persons denied equal opportunity based on these conditions may file a complaint with the Michigan Civil Rights Commission.