

Michigan House of Representatives

POSITION POSTING

LEGISLATIVE INTERN

General Description:

This is a part-time position in Representative Jon Hoadley's Lansing office. This person will provide assistance to the Legislative staff. Responsibilities will include answering telephones and taking messages, filing, database entering and word processing. This position will involve legislative research and various writing assignments on behalf of the Representative and his staff. Hours are negotiable.

Pay Range: Possible School Credit (if applicable).

Minimum Qualifications:

Previous office experience, letter writing skills and knowledge of the Legislature and the legislative process is a plus but not required. Computer skills and knowledge of Microsoft Office applications is requested.

General Caucus: DEMOCRAT

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

Please send resume and cover letter to:

Office of State Representative Jon Hoadley

Attn: Julie Vogel

P.O. Box 30014

Lansing, MI 48909-7514

(517) 373-1785

(517) 373-5762 fax

Or via email at:

jvogel@house.mi.gov

Position will remain open until filled

The Michigan House of Representatives accepts resumes and applications for employment only for current position vacancies.

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.

Beginning June 25, 1990, a handicapper 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.