

**Michigan Senate**  
***Senator Jim Marleau***

**POSITION POSTING**

**Internship Opportunity**

**Summary Position Description:** This individual will provide assistance to senate staff ranging in the areas of legislation, communications, constituent affairs, and general office management. Responsibilities will include but are not limited to: answering phones, drafting written correspondence to groups and individuals, monitoring legislation, attending meetings, and conducting research.

**Qualifications:** Excellent telephone and written communication skills as well as a basic understanding of computer office programs. A positive attitude is preferred. Legislative experience is not required but helpful.

**Status:** This is an unpaid position. Hours are negotiable and school credit may be arranged.

This is an ***unpaid***, non-civil service, at-will position.

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

Cassidy Giltner, Legislative Assistant

Senator Jim Marleau  
P.O. Box 30036  
Lansing, MI 48909  
Phone: (248) 724-2442 or (517) 373-2417  
Fax: (517) 373-2694  
Email: [cgiltner@senate.michigan.gov](mailto:cgiltner@senate.michigan.gov)

The Michigan State Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, 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 373-9149 or TDD 373-0543.