

Position: Intern for State Senator Tonya Schuitmaker

About this Job

We are currently looking for an intern to start as soon as possible.

Summary Position Description: This individual will provide assistance to senate staff ranging in the areas of legislation, communications, constituent affairs, and general office management. Some responsibilities will include: answering phones, monitoring and filing legislation, written correspondence to groups and individuals within Lansing and district, and research.

Qualifications: Related office experience and a High School Diploma are required. Excellent telephone, written communication skills, and a positive attitude preferred. Legislative experience and a basic understanding of computer office programs are helpful.

Please email your resume to Alyssa Wierzbicki at awierzbicki@senate.michigan.gov

Note: this is an unpaid position based in Lansing, MI.

About Michigan State Senate for Tonya Schuitmaker

Senator Schuitmaker is President Pro Tempore of the Michigan State Senate, and is only the second woman in Michigan's history to ever serve in this position. She is currently completing her second term in the Senate, following three terms in the House of Representatives. Currently, the senator serves as chair of the Senate Appropriations Subcommittee on Higher Education and as a member of the Capital Outlay, Community Colleges, and Judiciary appropriations subcommittees. She also serves as vice-chair of the Judiciary committee a member of the Energy and Technology committee. For more information about Senator Schuitmaker's legislative priorities and initiatives, please visit her website:

<http://www.senatortonyaschuitmaker.com/>