

**Michigan Senate**  
***Senator Patrick Colbeck***

**POSITION POSTING**

**Internship Opportunity**

**Summary Position Description:** The office of Senator Colbeck is seeking an intern for this semester. 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 and written communication skills are preferred and a positive attitude is required. Legislative experience and a basic understanding of computer office programs are helpful.

**Status:** This position is unpaid but school credit can be arranged. Hours are negotiable.

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

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

Joanne DeHetre, Office Manager

Senator Colbeck

PO Box 30036

Lansing, MI 48909

Phone: (517) 373-7350

Email: [jdehetre@senate.michigan.gov](mailto:jdehetre@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 373-5560 or TDD 373-0543.