

**Michigan Senate**  
***Senator Randy Richardville***

**POSITION POSTING**

**Internship Opportunity**

**Summary Position Description:** This individual will provide assistance to senate staff ranging in the areas of communications, constituent affairs, and general office management. Responsibilities will include, but are not limited to, answering phones, answering constituent inquiries, and researching various legislative initiatives.

**Qualifications:** Related office experience and a High School Diploma are required. Candidates for this position should possess excellent communication skills, specifically writing and telephone skills, as well as a positive attitude. Legislative experience and a basic understanding of computer office programs, such as Microsoft Word and Excel, are helpful.

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

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

**Please send resume to:**

Senator Randy Richardville  
205 Farnum Building  
PO Box 30036  
Lansing, MI 48909

**NOTE: Please do not email resumes**

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.