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State Of Michigan Internship Graduate Assistants 2025 | New Opening

Description

The State of Michigan is offering an exciting opportunity for graduate students to apply for the 2025 Graduate Assistant Internships. This program allows interns to gain hands-on experience and valuable exposure to the operations of state government, while contributing to meaningful projects in various departments. As a Graduate Assistant Intern, you will work alongside dedicated professionals in shaping Michigan's future.

Responsibilities

- Assist in the research, analysis, and preparation of reports, presentations, and strategic plans for state programs.
- Provide administrative support to department teams, including data entry, document management, and coordination of meetings.
- Contribute to the development of public policy proposals and legislative initiatives.
- Assist in managing community outreach efforts and constituent engagement programs.
- Work with multidisciplinary teams to address challenges and improve public services.
- Participate in professional development sessions, networking opportunities, and career growth activities.
- Perform other duties as assigned by department supervisors.

Qualifications

- Enrollment in a graduate degree program at an accredited institution (e.g., Public Administration, Policy, Government Affairs, Social Sciences, Business, etc.).
- Strong academic record with relevant coursework or research experience.
- Ability to work independently as well as in team environments.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, etc.).
- Familiarity with government processes and public service is a plus.
- Good organizational, time management, and communication skills.

Experience

- Previous internship or volunteer experience in government, public policy, or related fields is preferred.
- Experience in research, data collection, or analytical projects is an advantage.
- Familiarity with state or local government operations is beneficial but not required.

Skills

- Excellent written and verbal communication skills.

Hiring organization

State Of Michigan Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Lansing, Michigan, United States, 48910,, Lansing,, Michigan,, United States,

Working Hours

8

Base Salary

10

Date posted

June 23, 2025

Valid through

08.02.2026

- Strong analytical and problem-solving abilities.
- Ability to multi-task and prioritize competing deadlines.
- Detail-oriented with a focus on accuracy and quality.
- Ability to work collaboratively in a professional environment.
- Knowledge of data analysis tools and software is a plus.

Job Benefits

- Competitive hourly wage based on experience.
- Flexible work hours to accommodate academic schedules.
- Valuable networking opportunities with Michigan's public service leaders.
- Access to professional development resources and workshops.
- Potential for future employment opportunities with the State of Michigan after graduation.
- Hands-on experience in government operations and policy development.

How To Apply

Interested candidates should submit the following documents by:

1. A current resume highlighting relevant academic achievements and experiences.
2. A cover letter explaining your interest in the State of Michigan Graduate Assistant Internship program and how your academic background and skills align with the position.
3. Unofficial transcript from your current graduate program.
4. A list of two professional or academic references.

[Job Vacancies Portal Here:](#)