



HOUSE *of* REPRESENTATIVES

STATE OF MICHIGAN

ANDERSON HOUSE OFFICE BUILDING

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Human Resources - Legislative Fellowship Program

Program Information

PROGRAM OVERVIEW

The Michigan House of Representatives has expanded its student opportunities to include a Legislative Fellowship Program. This new program is designed to be a more comprehensive experience than a traditional Legislative Internship would provide, offering additional learning and networking opportunities. In addition to gaining valuable hands-on experience in a fast-paced environment, the selected candidates will also have the opportunity to attend exclusive events sponsored by the Fellowship Program.

The 16-week 2019 winter/spring term will begin on Monday, January 7th and conclude on Friday, April 26th. Through the established relationships with Michigan's colleges and universities, students across our state are encouraged to apply for this exciting opportunity with the Michigan House of Representatives. Besides the benefits to the students, the Legislative Fellowship Program is an investment for the House that will provide a pool of well-qualified and experienced candidates from which to hire new staff as the need arises.

PROGRAM GUIDELINES

- Fellowship applications are reviewed by a bipartisan Selection Committee comprised of House Republican, Democrat, and Non-Partisan staff.
- For each term, Republican and Democrat applicants will be chosen to participate. These Legislative Fellows will each be assigned a Host Office and a Mentor.
- Host Office staff and Mentors will train the chosen Fellows in the general responsibilities expected of legislative staff. They will also assist Legislative Fellows in completing a curriculum of tasks and projects as defined by our program as part of the educational experience.
- Hours and schedule are negotiable for each Fellow, however applicants should be prepared to work a minimum of 15 hours or a maximum of 20 hours per week with preferred availability on two of the three Session days.

COMPENSATION

- Fellows will be paid \$15.00 per hour for their service. Paychecks will be distributed via direct deposit into a checking or savings account bi-weekly.
- Legislative Fellows may be able to earn college credit for their legislative experience as defined by the school or program in which the student is enrolled. Each student is responsible for obtaining and providing to House staff the necessary information regarding their program's requirements.
- Legislative Fellows may request a parking space in the Ferris parking lot at an expense of \$17.00 per pay period to be paid via automatic payroll deduction.

DESIRED QUALIFICATIONS

- Applicants must be current students enrolled in law school, a master's degree program, or have sufficient course credits to achieve a senior status within their undergraduate program. Graduates of these degree programs within the 12 months preceding the start of the term are also eligible to apply.
- A cumulative GPA of 3.0 or higher is preferred.
- Current and former Legislative Interns are encouraged to apply.
- Applicants must possess a positive and professional attitude, a desire to learn, and a good work ethic.
- Applications will be considered based on party preference, college major or career goals, prior work and/or volunteer experience, professional skills, and hours of availability.

HOW TO APPLY

- To view the current Fellowship posting, please visit the House website at <http://www.house.mi.gov/jobs/employment.asp> and select "Part-Time Positions".
- Applications must be emailed or postmarked by **5:00PM on Friday, October 5, 2018**.
- Applications should include:
 - A completed application form.
 - Cover letter.
 - Detailed resume.
 - Current academic transcript. (Electronic copy preferred. Unofficial or official, must include academic institution's information.)
- The required application form is available for download via a link on the posting. This fillable PDF form is best accessed when downloaded/saved to the user's computer and opened using Adobe Acrobat Reader or another PDF reader rather than through a web browser.
- Applications may be submitted:
 - Preferred - Via email to HumanResources@house.mi.gov with "Legislative Fellowship Application" in the subject line.
 - Or by mail to: Michigan House of Representatives
Human Resources
P.O. Box 30014
Lansing, MI 48909-7514
- House Human Resources is available via email or phone to assist eligible applicants with the submission of their application materials.

FOR MORE INFORMATION

- Detailed information regarding the Michigan House of Representatives can be found on our website at <http://www.house.mi.gov>.
- House Members and staff can find additional information pertaining to House Policies on HouseNet or the House Employee Portal by selecting the "Policies" link from the navigation bar at the left side of the screen.
- We welcome your questions and look forward to assisting you! To reach our Intern Coordinator, please contact the Human Resources Office by phone at (517) 373-3069 or via email at HumanResources@house.mi.gov.