

State of Michigan  
Civil Service Commission  
Capitol Commons Center, P.O.  
Box 30002  
Lansing, MI 48909  
**POSITION DESCRIPTION**

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b>
	Environment, Great Lakes and Energy (EGLE)
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b>	<b>10. Division</b>
Student Assistant	Environmental Support
<b>5. Internship Working Title</b>	<b>11. Section</b>
Marketing and Outreach Intern	Outreach Section
<b>6. Name of Intern's Direct Supervisor</b>	<b>12. Unit</b>
James Ostrowski, State Administrative Manager	
<b>7. Name of Next Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b>
Michael McClellan, Senior Policy Administrator	Stabenow Building, 525 West Allegan Street, Lansing, Michigan Up to 29 Hrs/wk & 129 hrs/calender month max Hybrid Schedule Mix of In-Office and Remote

**14. General Summary of Function/Purpose of Position**

The chosen intern will work primarily with EGLE's Community Engagement Specialist. This position will support strategy and marketing of community engagement events and activities. Events can include listening sessions, community feedback sessions, community education sessions, etc.

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty. List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.**

**Duty 1**

**General Summary of Duty 1      % of Time 70%**

Work directly with EGLE's Community Engagement Specialist and assist with identifying, organizing, and strategizing community outreach opportunities.

**Individual tasks related to the duty**

- Learn and gain understanding of the outreach needs of EGLE.
- Support the development of a strategy surrounding effective community outreach.
- Identify resources available to increase opportunities for community connection.
- Track and help develop metrics dedicated to community outreach impact.
- Draft promotional material outlines needed to promote events and listening sessions.
- Support division liaisons with planning of division focused events.
- Assist with identifying marketing items.
- Review current marketing resources and identify areas of improvement and updates.

**Duty 2**

**General Summary of Duty 2      % of Time 20%**

Work with other staff within the Environmental Support Division to provide marketing support where needed

**Individual tasks related to the duty**

- Work with recruitment, facilities, and safety units assisting on marketing and outreach resource for both internal and external audiences

**Duty 3**

**General Summary of Duty 23      % of Time 10%**

Create and present an overview of our project work to be presented at the end of the internship to staff and stakeholders.

**Individual tasks related to the duty.**

- Document key tasks and accomplishments throughout project.
- Develop presentation materials using data and knowledge gained in project work.
- Prepare 45 minutes to 1 hour presentation to be given virtually to EGLE staff and other project stakeholders.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Prioritization of daily work assignments based on general guidance from supervisors or lead worker.

**17. Describe the types of decisions that require the supervisor's review.**

Daily work assignments require supervisory review.

**18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition.**

Most work will be done in an office setting so long periods of sitting and working at a computer are involved.

Travel will also be involved based on outreach activity and support needed

**Boxes 19-22: Have been purposely removed and are not relevant to this internship role.**

**23. What are the essential functions of this position?**

The essential functions of this role are to provide support to EGLE's Community Engagement Specialist, as well as other staff within the Environmental Support Division.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

This is a newly established position.

**25. What is the function of the work area and how does this position fit into that function?**

The function of this work area is to facilitate community engagement opportunities to promote the work of EGLE, as well as collect community feedback and comments to help ensure EGLE's overall work addresses the needs of the community.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?**

Qualified applicants must be entering Junior, Senior, or Graduate level in their studies at the start of the Fall 2026 school year.

Must be able to work independently, be organized and able to hit project milestones in a timely manner.

**EDUCATION:**

Current enrollment in college or university and pursuing a degree in environmental studies and sustainability, marketing, management, environmental policy

**EXPERIENCE:**

Candidate must possess proficiency with Microsoft Office applications. Experience organizing or planning events or community events preferred

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge and ability to operate common business software (e.g. MS Office, Excel).

Data organization preferred.

Ability to spend multiple hours working at a computer workstation.

Ability to read and think critically.

Ability to write descriptively and succinctly.

Ability to understand and follow direction.

Ability to communicate effectively, orally and in writing.

Ability to organize, plan, and complete projects efficiently.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of a valid driver's license preferred

**NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.**

*I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*

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Supervisor's Signature

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Date

*I have reviewed the project and approve the allocation of funds to cover payroll for the selected intern or interns.*

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Division Director's Signature

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Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

*I certify that the entries on these pages are accurate and complete.*

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Appointing Authority Signature

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Date

**TO BE FILLED OUT BY EMPLOYEE**

*I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*

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Employee's Signature

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Date

NOTE: Make a copy of this form for your records.