

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	Executive Office
<b>5. Internship Working Title</b>	<b>11. Section</b>
Strategic Communications and Media Relations Intern	
<b>6. Name of Intern's Direct Supervisor</b>	<b>12. Unit</b>
Dale George, Communications Director (Unclassified)	Office of Public Information
<b>7. Name of Next Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b>
Ann Larson, Deputy Director (Unclassified)	Deborah A. Stabenow Building 525 W. Allegan St., Lansing, MI 48933 Hybrid (in-office for meetings and events, remote for writing and research) Up to 29 hours/week, schedule flexible based on intern availability and project needs.

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

The intern will support EGLE's Office of Public Information by enhancing media outreach, content development, and internal communications tools. The project will focus on organizing and expanding EGLE's media contact database, assisting with MI Environment Weekly Digest stories, and supporting social media engagement. The intern will also help standardize communication resources and contribute to strategic messaging efforts. The outcome will be improved efficiency and reach of EGLE's communications.

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 90%**

Support EGLE's Office of Public Information in media relations, content creation, and internal resource organization.

## **Individual tasks related to the duty**

- Create segmented press lists using existing contact data (e.g., by region or topic).
- Group reporters by subject matter expertise based on past coverage.
- Assist in drafting and editing MI Environment Weekly Digest stories.
- Support social media content creation: draft posts, identify trends, gather media from staff/events, and monitor engagement.
- Organize and update talking points and reference materials for recurring topics.
- Review and update resources on the Microsoft Teams communications channel.

## Duty 2

**General Summary of Duty 2 % 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 the project.
- Develop presentation materials using data and knowledge gained in project work.
- Prepare a 45-minute 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.

Primarily office-based work with occasional in-person meetings or events. May involve attending press events or capturing media content in the field.

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

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

Assist the Office of Public Information with media relations, content development, and internal communications support.

**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 Office of Public Information manages EGLE's public messaging, media relations, and internal communications. The intern will support these efforts by enhancing outreach tools, content, and strategic messaging.

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

High school diploma or equivalent

**EDUCATION:**

Currently enrolled in a college or university pursuing a degree in Communications, Journalism, Public Relations, Marketing, Media Studies, or a related field.

**EXPERIENCE:**

Proficiency in Microsoft Office is required. Experience with social media platforms, writing, and content creation is preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Strong writing and editing skills
- Familiarity with media relations and social media trends
- Ability to organize and manage digital content
- Strong attention to detail and communication skills
- Ability to work independently and meet deadlines

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of a valid driver's license is 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.***

*Dale R. George*

Supervisor's Signature

9/24/25

Date

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



1/7/2026

Senior Deputy Director Travis Boeskool's Signature

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.**