September 25, 2015

To Whom It May Concern,

The State of Michigan – State Budget Office (SBO) is reaching out to the university community to make you aware of paid and unpaid internship opportunities at SBO. Currently, the SBO is in search of a student to fill a vacancy for the position of Budget and Policy Assistant.

SBO provides individuals with a unique opportunity to serve residents of the State of Michigan, while gaining valuable budget and public policy experience. A dedicated SBO team works each year to develop the Governor’s Executive Budget Recommendation. In addition, the SBO is also responsible for presenting budget recommendations to the Legislature and implementing the budget approved by the Legislature and signed into law. The budget is the key policy document of the state as it lays out the spending priorities and program guidance for issues and services critical to the citizens of Michigan. You can learn more about SBO by visiting: http://www.michigan.gov/budget.

The individuals chosen to fill the paid Budget and Policy Assistant positions will:

- Provide critical administrative support for the entire office.
- Conduct research and develop reports in policy areas such as health and human services, transportation, and economic and workforce development.
- Aid in the development of the Executive Budget Recommendation through the development of tables, graphs, charts, and other useful visualizations.
- Maintain a high level of professionalism as he or she will attend internal staff meetings, legislative hearings, meetings with external stakeholders, and meetings with state agency partners.
- Be compensated at an hourly rate of $13.23.

SBO is looking for students that:

- Are available 16 to 25 hours a week in Lansing; Monday, Wednesday, and Friday availability is highly preferred for our current opening.
- Can commit to a minimum of 6 months of employment with SBO.
- Have a strong interest in public policy, with particular interest in transportation and/or economic and workforce development policy.
- Preference for students that can use their experience in SBO to develop a mutually beneficial research project for the office and the student’s degree requirements.
In terms of our current paid positions, the SBO does have a vacant Budget and Policy Assistant position for which we are recruiting. This position would be involved with transportation and economic development related budget and policy activities. Our office’s intent with these positions is to foster ongoing relationships with the academic community as well as develop relationships with highly talented students who may be interested and able to potentially fill future full-time budget analyst vacancies within the SBO.

While we are only able to offer two paid positions, SBO is open to unpaid internship opportunities, and would be happy to consider students for these positions as well. Please have interested students for either the paid position or unpaid internship submit a cover letter, résumé, and writing sample to Matt Ferguson (FergusonM1@michigan.gov) and Tyler Tulloch (TullochT@michigan.gov) no later than October 9th. Any questions related to this communication may also be directed to them. If you would prefer to not receive our student recruitment communications, or if we would be better served contacting someone else please let us know.