

Michigan Association of Non-Public Schools (MANS) Summer Intern Program  
(May 2016 – August 2016)

Position Description:

The MANS Summer Intern Program is an effort by the MANS Board of Trustees to engage with Michigan faith-based universities and colleges by offering a student a meaningful learning and work experience from May 15<sup>th</sup> thru August 15<sup>th</sup> (*dates may vary depending on school schedule*). MANS seeks, but is not limited to hiring, an undergraduate student attending a Catholic, Lutheran and or Christian based university or college.

The Summer Intern serves as a professional staff member of MANS from mid-May to mid-August and reports directly to the Executive Director. The Summer Intern will work in a collaborative manner with the Executive Director, Director of Constituency Services, and Executive Assistant on projects that provide services and resources that enhance our member schools as well as influence the standard of education for all children in the state of Michigan.

Major Responsibilities:

1. The Summer Intern will monitor/track legislative issues and provide research on issues that have an impact on MANS' member schools. This will include attending committee hearings, House and Senate sessions and any other legislative related activity as directed by the Executive Director.
2. The Summer Intern attends all regular MANS Board meetings and committee meetings (Strategic Planning, Public Policy, Professional Development, Conference Planning) and provides periodic reports on any projects as appropriate and necessary.
3. The Summer Intern works with the Director of Constituency Services on Michigan Non-public Schools Accrediting Association (MNSAA) related projects and activities.
4. The Summer Intern works with the Executive Assistant in planning for MANS Planning Days, MANS Administrators' Conference and the MANS General Conference.
5. The Summer Intern attends meetings with other education related groups dealing with issues relating to MANS public policy goals and objectives when appropriate and necessary.
6. The Summer Intern prepares a summary of projects and activities that will be carried over by MANS staff and also into the tenure of his/her successor Summer Intern.

Salary and Budget:

Salary will be determined by the MANS Board and the Executive Director as part of the normal budget process.

If interested, please forward your resume and letter(s) of recommendation by April 30, 2016 to [bbroderick@m-a-n-s.org](mailto:bbroderick@m-a-n-s.org) or to:

Summer Intern Program  
Michigan Association of Non-public Schools  
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