



OAKLAND COUNTY TREASURER

1200 N. TELEGRAPH RD., DEPT. 479
PONTIAC, MI 48341-0479

ANDY MEISNER
COUNTY TREASURER

JAMES VANLEUVEN
CHIEF DEPUTY TREASURER

TREASURER'S OFFICE INTERN POSITION POSTING

TREASURER'S OFFICE INTERN

General Description:

The office of Oakland County Treasurer Andy Meisner is currently looking to fill several internship positions. Interns are expected to provide assistance to Oakland County Treasurer Andy Meisner and members of his staff in the areas of community outreach, communications, constituent affairs, general office management, and miscellaneous projects. Interns will gain valuable hands-on office experience in a fast-paced environment. Hours are negotiable. Interns from all disciplines are encouraged to apply.

Pay Range: This is an unpaid position, but college credit is available. (See your school's Internship Coordinator for more information on how to obtain college credit)

Minimum Qualifications:

Strong verbal and written communication skills. Computer skills and knowledge of Microsoft Office applications. Transportation required, mileage reimbursement available.

This position will remain open until filled.

**Please send resume and cover letter to:
Oakland County Treasurer Andy Meisner
Attn: Lauren Borson
1200 N. Telegraph, Dept. 479
Pontiac, MI 49341**

**Or via email to:
borsonl@oakgov.com**