

MICHIGAN SENATE

SENATOR HERTEL POSITION POSTING

STUDENT AIDE

SUMMARY:

Under the direction of the Senate Member and Chief of Staff, the Student/Young Professional Assistant greets visitors, answers incoming phone calls, distributes mail, maintains office supplies, and serves as courier as needed. The Student/Young Professional Assistant also drafts correspondence and assists with special projects, as necessary.

ESSENTIAL JOB FUNCTIONS:

- Answers incoming phone calls and greets the public and visitors to the Senate Member's office
- Distributes office mail
- Maintains stock of office supplies and publications
- Performs general administrative tasks, including copying, filing, and labeling
- Performs special projects assigned by the Senate Member or Chief of Staff

SECONDARY DUTIES AND RESPONSIBILITIES:

- Monitors and reviews news articles from the Senate Member's district
- Drafts correspondence and congratulatory documents for constituents, as necessary
- Performs other duties, as assigned

EDUCATION/EXPERIENCE:

- High school diploma (required)
- The ideal candidate is either in their last year of college or within three years of graduation. This is an early career role with the intent to prepare someone for a career in the legislature. Prior internship experience is preferred.

SKILLS AND KNOWLEDGE REQUIRED:

- Ability to work with officials, staff, and the public in a professional and courteous manner
- Ability to use basic computer applications, including Microsoft Outlook, Word, and Excel
- Excellent written and verbal communication skills
- Excellent time management skills and ability to multi-task and prioritize assignments
- Ability to work independently and as part of a team
- Ability to use diplomacy, discretion, and good judgment

This job description is not intended as a comprehensive list of all of the duties required of this position. Additional duties may be assigned from time to time, and the listed duties are subject to change at any time, with or without notice.

STATUS: 10 hours per week; Monday and one session day

HOURLY: \$15.00 per hour

BENEFITS: No standard benefits package offered; 401K options available

GOVERNING CAUCUS: Democrat

This is a non-civil service, at-will position.

**Interested applicants, please submit a cover letter and resume
to:**

PO Box 30036

Lansing, MI 48909

Email: ATopllari@senate.michigan.gov

The Michigan Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 517-373-1675.