MICHIGAN SENATE
SENATOR HOSKINS
POSITION POSTING

SCHEDULER

SUMMARY:
Under the direction of the Senator-Elect and Chief of Staff, the Scheduler greets visitors, answers incoming phone calls, distributes mail, maintains office supplies and materials, schedules and coordinates meetings and Lansing and district-based events and activities. The Scheduler also drafts correspondences with constituents and performs other special projects as assigned.

ESSENTIAL JOB FUNCTIONS:
- Greets the public and visitors to the office
- Answers incoming phone calls and greets public and visitors to the Senator-Elect's Office
- Develops a system for tracking and managing all scheduling requests
- Schedules meetings and other appointments for the Senator-Elect and Chief of Staff
- Manages the district inbox in coordination with Constituent Services Director to ensure tasks are delegated to the proper staff, following up as needed
- Monitors district news sources and organizations for events
- Monitors district news sources and organization for legislative tribute opportunities
- Drafts and ensures timely completion of tributes
- Drafts and distributes correspondence with high attention to detail and proofreading
- Assists with constituent casework, as assigned
- Maintains inventory of office supplies and materials
- Helps manage interns as needed
- Maintains office's reputation for professional, informative and respectful correspondence
- Performs special projects as assigned by the Senator-Elect or Chief of Staff

SECONDARY DUTIES AND RESPONSIBILITIES:

- Attends legislative meetings and committees as necessary
- Attends community events in Lansing and in the district with or on behalf of the Senator-Elect as necessary
- Performs general administrative tasks, including printing, copying, and filing
- Performs other duties, as assigned

EDUCATION/EXPERIENCE:

- High school diploma, or equivalent required; Bachelor's degree preferred
- Knowledge of legislative process and prior legislative experience strongly preferred

- Other combinations of education and experience evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:

- Ability to work with officials, staff, and the public in a professional and courteous manner
- Ability to use computer applications: Microsoft Outlook, Word, Excel, Google Calendar
- Excellent written and verbal communication skills
- Ability to work independently, meet deadlines, multitask, and prioritize assignments
- Ability to work outside of normal work schedule, as necessary
- Ability to contribute positively and constructively to a team atmosphere
- Ability to use discretion and maintain confidential constituent and legislative information

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.

LOCATION: This position will be primarily based in Lansing. Some travel to the 7th Senate district will be required.
HOURS: This is a full-time position, requiring some evenings and weekends.
STATUS: Salaried, with a standard benefit package
SALARY: $45,000 - $55,000, commensurate with experience
GOVERNING CAUCUS: Democrat

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

Interested applicants, please submit a combined cover letter and resume titled as your name with the subject line "Scheduler" to:

Sarah Schillio
PO Box 30036
Lansing, MI 48909
Email: SSchillio@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, gender identity or expression, sexual orientation 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.