MICHIGAN SENATE
SEN. CAMILLERI
POSITION POSTING

SCHEDULER & OFFICE MANAGER

About the Role

Are you highly organized, people-oriented, and ready to play a key role in the fast-paced world of state government? We're looking for a Scheduler & Office Manager to join Senator Camilleri's team in Lansing, Michigan. In this pivotal position, you'll be the heartbeat of the Senator's office—keeping schedules running smoothly, coordinating communications, and ensuring the office operates efficiently and professionally.

This is an opportunity to be at the center of public service, working closely with the Senator, the Chief of Staff, and other senior team members to advance meaningful legislative priorities that make a difference in Michigan communities.

What You'll Do

- Own the Senator's schedule: Manage daily meetings, travel, and events while anticipating needs and priorities.
- Be the communications bridge: Coordinate with the Chief of Staff, Deputy Chief of Staff, and District Director to ensure seamless staff support for the Senator.
- Keep the office running like clockwork: Oversee day-to-day office operations, greet visitors, handle correspondence, and ensure the workspace is organized and welcoming.
- Support key initiatives: Assist with constituent services, event planning, and community outreach when needed.
- Manage logistics and compliance: Handle scheduling logistics, travel reimbursements, and sensitive information with absolute discretion.

Who You Are

- A detail-oriented multitasker who thrives in a dynamic, fast-paced environment.
- A clear communicator—both written and verbal—with strong interpersonal skills.
- Professional, poised, and adaptable, with a commitment to confidentiality and public service.
- Tech-savvy and comfortable with Microsoft Outlook, Word, Excel, and ideally Google Calendar or Indigov.
- A self-starter with strong organizational instincts—whether you're an experienced scheduler or a recent graduate ready to learn and grow.

Why Join Us?

This isn't just a job—it's a chance to be part of a dedicated team shaping policy, serving constituents, and making real change in our state. You'll gain invaluable experience in public service, government operations, and leadership support—building skills that open doors across the public, nonprofit, and private sectors.

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.

All offers of employment at the Michigan Senate are contingent upon clear results of a criminal history background check. Background checks will be conducted after a tentative offer of employment has been made and accepted.

STATUS: Salaried, with a standard benefit package
SALARY: $60,000
START DATE: Between January 5, 2026 and January 15, 2026
GOVERNING CAUCUS: Democrat

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

Interested applicants, please send a cover letter and resume with the Subject Line: Scheduler & Office Manager to:

Tyler Morawa
PO Box 30036
Lansing, MI 48909
Email: TMorawa@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, sexual orientation, gender identity or expression, 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.