

MICHIGAN SENATE

SENATOR MOSS POSITION POSTING

SCHEDULER & CONSTITUENT SERVICES AIDE

SUMMARY:

Under the direction of the Senate Member and Chief of Staff, the Scheduler and Constituent Services Aide greets visitors, answers incoming phone calls, distributes mail, and oversees the scheduling and coordination of meetings and other events. The Scheduler and Constituent Services Aide is also responsible for maintaining the Senate Member's constituent services, including constituent casework, drafting correspondence, and assisting with special projects, as necessary.

ESSENTIAL JOB FUNCTIONS:

- Answers incoming phone calls and greets the public and visitors to the Senate Member's Lansing office
- Develops a system for tracking and managing all scheduling requests
- Coordinates and schedules meetings and other appointments for the Senate Member and Chief of Staff
- Performs general administrative tasks, including distributing mail, copying, filing, and proofreading
- Collects and reports the needs and feedback of the district/constituents; reports these to the Senate Member and Chief of Staff
- Oversees and executes district events such as town halls and coffee hours
- Manages the office constituent response system, including drafting correspondence and responding to constituents, working with constituents on casework needs to resolve problems they may be experiencing, drafting letters of support, ceremonial letters and tributes
- Ensures all correspondence is sent out in a timely manner
- Interfaces with Senate caucus staff/central services staff to ensure all district relationship management needs are being met

SECONDARY DUTIES AND RESPONSIBILITIES:

- Helps manage interns for constituent correspondence drafts and other duties, as needed and assigned
- Attends meetings in Lansing or the district, as necessary and assigned
- Attends community events in Lansing or the district, as necessary and assigned
- Performs special projects as assigned
- Reports weekly progress to Chief of Staff

EDUCATION/EXPERIENCE:

- Bachelor's degree or two to three years of work experience in relevant field required
- Knowledge of the 7th district community required
- History in scheduling, community advocacy, organizing, or outreach 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 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 outside of normal work schedule, as necessary
- Ability to maintain favorable public relations
- Ability to work independently and as part of a team
- Ability to use diplomacy, discretion, and good judgment when disseminating 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.

STATUS: Salaried, with a standard benefit package optional

SALARY: \$45,000 - \$55,000

LOCATION: Lansing, with some travel to the district as needed

GOVERNING CAUCUS: Democratic

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

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

Sarah Schillio

PO Box 30036

Lansing, MI 48909

Email: Resume@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, sexual orientation or any other legally protected status. Beyond any current legally protected status, Senator Moss also considers applications for all positions without regard to sexual orientation, gender identity, or expression. 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.