

# MICHIGAN SENATE

## SENATE BUSINESS OFFICE

### POSITION POSTING

#### OFFICE OF THE DIRECTOR – EMPLOYEE ENGAGEMENT ASSISTANT

#### SUMMARY

Under the direction of the Director of the Senate Business Office (SBO) and supervised by the Employee Engagement & Project Coordinator, the Employee Engagement Assistant performs a variety of administrative functions, including recruiting and interviewing prospective employees, facilitating the performance review process, researching and recommending strategies to improve engagement, and assisting with program design to foster it, such as employee recognition programs, wellness programs, and other activities aimed at creating a positive workplace environment. The Employee Engagement Assistant will also provide high-level administrative support to the SBO.

#### ESSENTIAL JOB FUNCTIONS

- Assists with job description development, job postings, recruiting, screening, and interviewing for open positions; collaborates with departmental managers to understand skills and competencies required for openings
- Assists in the development, implementation, and maintenance of various processes to improve employee engagement, including employee trainings and professional development
- Manages the performance review process, including the 90-Day performance review for new hires/newly promoted individuals and the annual employee performance review process
- Remains informed and aware of institutional operations and initiatives and identifies areas where additional internal employee engagement communication is needed and develop a plan to meet those needs
- Provides guidance to SBO staff related to goal-setting to achieve SBO initiatives on behalf of the Director of the SBO
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include physical security training, preventing discriminatory and sexual harassment training, cybersecurity training, professional licensure, aptitude exams, and certifications
- Provides high-level administrative support requiring a good understanding of technical and business vocabulary and knowledge of the institution's operations, procedures, and people
- Prepares communications, such as memos, emails, reports, and other correspondences; including proofreading work to ensure accuracy and no errors
- Assists department managers with researching, drafting, implementing, and revising of guidelines and procedures, spreadsheets, and other product documents
- Assists with the planning of staff appreciation events and gifts, such as the annual nonpartisan staff summer outing, retirements, and the SBO holiday gifts
- Assists with the planning, preparation, and execution of health and wellness clinics hosted by the Senate

- Assists with sourcing, creating, and reviewing quarterly educational reminders for staff on the topic of preventing discriminatory and sexual harassment
- Creates and maintains a schedule for sending Employee Assistance Program reminders to staff based on calendar events (mental health awareness month, suicide prevention month, etc.) and identifies world/state/local events where such a communication would be appropriate
- Manages the copy room, kitchen, conference room, and general supplies/guest supplies
- Maintains an annual calendar of recurring events to assist in long-term planning
- Coordinates various SBO initiatives and projects at the direction of the Director of the SBO
- Assists with front desk duties, and acts as a backup

#### **SECONDARY DUTIES AND RESPONSIBILITIES**

- Performs routine administrative duties, such as sorting, filing, distributing mail, making copies, and mailing routine letters
- Attends meetings with department employees and managers and coordinates internal gatherings and training events; documents and memorializes discussions and provides direction to the group as appropriate
- Stays current with best practices, emerging trends, and compliance in employee relations and training
- Performs all other duties as assigned by the Director of the SBO and the Employee Engagement & Project Coordinator

#### **EDUCATION /EXPERIENCE**

- Bachelor's degree required
- Two years or more of experience working in an office setting required
- One year or more of training/event planning experience preferred
- Other combinations of education and experience evaluated on an individual basis

#### **SKILLS AND KNOWLEDGE REQUIRED**

- Excellent attention to detail, thorough, organized, and punctual
- Excellent written and verbal communication skills; including ability to draft original correspondence; knowledge of AP Style and other grammar/writing guides
- Excellent telephone manner and customer service skills
- Ability to perform potentially confidential and complex administrative duties involving Excel, Word, and PowerPoint including, typing letters, creating/updating spreadsheets, and compiling presentations
- Ability to take a proactive approach to all responsibilities, anticipating needs and independently facilitating solutions through high-quality, detail-oriented work that strongly represents the SBO
- Ability to prioritize conflicting needs with excellent judgment, handle matters expeditiously and proactively, and follow through on projects to successful completion, often with deadline pressures
- Ability to adapt to daily schedules and routines, and a focus on efficiency without sacrificing quality
- Ability to maintain professional composure when dealing with emotional or confrontational circumstances

- Ability to work independently and as part of a team
- Ability to work outside of prescribed work hours when necessary
- Ability to prioritize multiple tasks in a fast-paced environment and meet deadlines that may be rigid or subject to change on short notice
- Ability to maintain confidentiality of information
- Ability to work in a professional and nonpartisan manner
- Ability to develop and maintain good working relationships with legislators and other elected officials, staff, vendors, and other agencies

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

**SALARY:** \$45,000 - \$60,000, based on experience

**GOVERNING CAUCUS:** Nonpartisan

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: [resume@senate.michigan.gov](mailto: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, 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.