

# MICHIGAN SENATE

## SENATOR SHINK POSITION POSTING

### ADMINISTRATIVE ASSISTANT/SCHEDULER

#### SUMMARY:

Under the direction of the Senate Member and Chief of Staff, the Administrative Assistant greets visitors, answers incoming phone calls, distributes mail, maintains office supplies, and assists with the scheduling and coordination of meetings and other events. The Administrative Assistant also drafts correspondence and assists with constituent casework and special projects, as necessary.

#### ESSENTIAL JOB FUNCTIONS:

- Answers incoming phone calls and greets the public and visitors to the Senate Member's office
- Schedules meetings and other appointments for the Senate Member and Chief of Staff
- Coordinates the schedules of the Senate Member and Chief of Staff
- Coordinates in-district events, meetings, coffee hours, and town halls
- Assists with constituent casework, as necessary
- Distributes office mail
- Maintains stock of office supplies
- Keeps office tidy
- Performs special projects assigned by the Senate Member or Chief of Staff

#### SECONDARY DUTIES AND RESPONSIBILITIES:

- Attends community events with or on behalf of the Senate Member, as necessary
- Attends committee meetings, as necessary and assigned by the Chief of Staff
- Monitors and reviews news articles for the Senate Member's district
- Manages the office Social Media Accounts
- Performs general administrative tasks, including copying, filing and proofreading
- Performs other duties, as assigned

#### EDUCATION/EXPERIENCE:

- High school diploma (or equivalent) with additional schooling or relevant work experience required
- College degree, knowledge of the legislative process, and prior legislative experience preferred
- Other combinations of education and experience evaluated on an individual basis

**SKILLS AND KNOWLEDGE REQUIRED:**

- Excellent attention to detail
- 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.

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:** \$45,000

**GOVERNING CAUCUS:** Democratic

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

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

Jeffrey Hillman

PO Box 30036

Lansing, MI 48909

Email: [JHillman@senate.michigan.gov](mailto:JHillman@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.