

# MICHIGAN SENATE

## SENATOR SANTANA

### POSITION POSTING

#### EXECUTIVE ASSISTANT

#### SUMMARY:

Under the direction of the Senate Member and Chief of Staff, the Executive Assistant greets and assists all visitors to the Senate Member Office by providing polite and professional assistance via telephone, mail, e-mail, and in-person. The Executive Assistant provides support for various administrative functions and assists all staff members in the Senate Member Office with special projects as assigned.

#### ESSENTIAL JOB FUNCTIONS:

- Answers phones, transfers calls, and provides reception support for the Senate Member Office, including communicating messages and information to the Senate Member and other members of office
- Schedules meetings and other appointments for the Senate Member and Chief of Staff
- Manages the Senate Member's calendar; coordinates the schedule and supports the Senate Member with proactive communication of events and adjustments with scheduling conflicts
- Coordinates the schedules of the Chief of Staff and Legislative Director as needed
- Drafts, reviews, registers, and sends communications on behalf of the Senate Member for potential meetings, events, or travel
- Organizes and prepares for meetings, including gathering documents and tending to logistics of meetings
- Assists in communicating information about the Senate Member Office, activities, and related functions that are of general interest to the Senate Member
- Drafts correspondence, tributes, and certificates as needed
- Distributes constituent casework to Constituent Relations Assistant as needed
- Receives, sorts, and distributes the mail daily
- Manages the office supply inventory, ensuring the area is neat, well stocked, and equipment is functioning properly
- Performs general administrative tasks, including copying, filing, and proofreading
- Assists with special projects assigned by the Senate Member or Chief of Staff

#### SECONDARY DUTIES AND RESPONSIBILITIES:

- Attends committee meetings, as necessary
- Attends community events on behalf of the Senate Member, as necessary
- Monitors and reviews news articles from the Senate Member's district, as necessary
- Performs all other duties as assigned by the Senate Member or Chief of Staff

#### EDUCATION/EXPERIENCE:

- High school diploma (or equivalent) with additional schooling or relevant work experience required
- Bachelor's Degree preferred
- Knowledge of legislative process and prior legislative experience preferred

- Two years of administrative experience preferred
- Other combinations of education and experience evaluated on an individual basis

**SKILLS AND KNOWLEDGE REQUIRED:**

- Excellent social media skills; including experience using Facebook, Instagram, and other emerging social media platforms
- Excellent analytical skills
- Excellent written and verbal communication skills
- Excellent time management skills and ability to multi-task and prioritize assignments
- 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
- Ability to work outside of prescribed hours when 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

**STATUS:** Salaried, with a standard benefits package

**SALARY:** \$45,000 - \$50,000 based on experience

**GOVERNING CAUCUS:** Democrat

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

**Interested applicants, please send a writing sample and resume with  
the Subject Line: Executive Assistant by Friday, February 3 to:**

Senator Santana

PO Box 30036

Lansing, MI 48909

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