

MICHIGAN SENATE

SENATOR MOSS

POSITION POSTING

SCHEDULER AND ADMINISTRATIVE ASSISTANT

SUMMARY:

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

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
- Ensures all office correspondences maintain the Senate Member and office standards
- Assists with constituent casework in the Lansing office
- Drafts and sends correspondence, including constituent responses, letters of support, ceremonial letters and tributes
- Works with the District Director to sort and manage all district correspondences to ensure proper delegation and response time
- Distributes office mail
- Maintains stock of office supplies
- Performs general administrative tasks, including copying, filing, and proofreading

SECONDARY DUTIES AND RESPONSIBILITIES:

- Helps manage interns as needed
- Performs special projects as assigned
- Reports weekly progress to Chief of Staff

EDUCATION/EXPERIENCE:

- Bachelor's degree or 2-3 years of work experience in relevant field required
- History in 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 - \$50,000

LOCATION: Lansing Office

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: SSchillio@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. 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.