

MICHIGAN SENATE

SENATE MAJORITY LEADER

POSITION POSTING

LEGISLATIVE ASSOCIATE

SUMMARY:

Under the direction of the Senate Majority Leader's Chief of Staff and reporting directly to the Deputy Chief of Staff, the Legislative Associate researches complex policy issues as directed by the Deputy Chief of Staff. The Legislative Associate serves as a liaison between Majority policy staff and the Senate Majority Leader's Office staff, providing support and assistance on policy matters, as needed, to the Deputy Chief of Staff and the Budget Director. The Legislative Associate also supports Policy Analysts in staffing, policy writing, and Member Office initiatives and serves as the main point of contact for all incoming policy and budget review requests.

ESSENTIAL JOB FUNCTIONS:

- Researches, interprets, and understands complex policy issues
- Assists Policy Advisors in staffing policy and budget committees
- Researches ideas and/or issues at the request of Majority Caucus Members
- Assists in writing policies related to key issues as directed by the Deputy Chief of Staff
- Attends meetings at the request of the Deputy Chief of Staff, Majority Caucus Members, and the Senate Majority Leader
- Assists with special projects at the request of the Deputy Chief of Staff

SECONDARY DUTIES AND RESPONSIBILITIES:

- Performs other duties as assigned by the Deputy Chief of Staff

EDUCATION/EXPERIENCE:

- Bachelor's degree required; an advanced degree and/or professional certification is preferred
- Two years of academic research in the area of public policy and experience at the local, state, or federal level preferred
- Three years of policymaking experience in the private sector in a specialized policy area preferred
- Other combinations of education and experience evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:

- Ability to develop and maintain good working relationships with colleagues, legislators and with staff, lobbyists, and other interest groups
- Ability to represent the Senate Majority Leader and Majority Caucus Members in a professional, courteous manner
- Ability to use basic computer applications, including Microsoft Outlook, Word, and Excel
- Excellent written and verbal communication skills

- Ability to work independently and as part of a team
- Ability to prioritize multiple tasks in a fast-paced environment and meet deadlines that may be rigid or subject to change on short notice
- Excellent organizational skills and ability to maintain strict attention to detail
- Ability to maintain confidentiality of information
- Knowledge of the legislative process and of the structure and policies of state government
- Ability to work outside of prescribed work hours when necessary
- 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 benefits package

SALARY: \$55,000 - \$70,000

GOVERNING CAUCUS: Democrat

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

Interested applicants, please direct inquiries, cover letters, and resumes to:

Michigan Senate

PO Box 30036

Lansing, MI 48909

Email: TCuellar@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, sexual orientation, gender identity or expression, 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