

MICHIGAN SENATE

SENATE MAJORITY LEADER

POSITION POSTING

INTERNAL AFFAIRS ASSISTANT

SUMMARY:

Under the direction of the Senate Majority Leader's Chief of Staff and reporting directly to the Director of Internal Affairs, the Internal Affairs Assistant provides administrative support to the Director of Internal Affairs, assisting with the completion and processing of forms and purchase requests, including coordinating with individual staff members within the Senate Majority Leader's Office and the Majority Staff office, as necessary. The Internal Affairs Assistant serves as the primary scheduler for the Senate Majority Leader's Policy Director and Budget Director, and assists, as necessary, with the scheduling and coordination of meetings and other events for other key staff members. The Internal Affairs Assistant also assists the Director of Internal Affairs with general office duties and special projects, as necessary.

ESSENTIAL JOB FUNCTIONS:

- Provides administrative assistance to the Director of Internal Affairs
- Serves as the primary scheduler for the Senate Majority Leader's Policy Director and Budget Director
- Assists with the completion and processing of forms and purchase requests, coordinating with individual staff members of the Senate Majority Leader's Office and Majority Staff office, as necessary
- Maintains stock of office supplies and ensures all team members have the necessary resources to perform their jobs, including access to accounts, software licenses, and other IT-related resources or platforms
- Assists in the coordination of events, such as press conferences, that require participation of team members from the Senate Majority Leader's Office and the Majority Staff office, ensuring effective communications between the offices
- Communicates impending deadlines, key events, and other important communications from the Senate Majority Leader's Office to Majority Staff team members
- Maintains and updates, as necessary, the master media list used by the Majority Staff office
- Assists in the maintenance, organization, and distribution of policies and procedures used by the Majority Staff office
- Performs special projects as assigned by the Senate Majority Leader's Chief of Staff or Director of Internal Affairs

SECONDARY DUTIES AND RESPONSIBILITIES:

- Performs general administrative tasks, including copying, filing, and proofreading
- Performs other duties, as assigned by the Senate Majority Leader's Chief of Staff or Director of Internal Affairs

EDUCATION/EXPERIENCE:

- High school diploma (or equivalent) with additional schooling or relevant work experience required
- Bachelor's degree, knowledge of legislative process, and prior administrative experience 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.

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: \$50,000 - \$60,000

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.