

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency EDUCATION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Michigan Department of Education
4. Civil Service Position Code Description STUDENT ASSISTANT-E	10. Division DIVISION OF BUSINESS, HEALTH, AND LIBRARY SERVICES
5. Working Title (What the agency calls the position) STUDENT ASSISTANT	11. Section OFFICE OF NUTRITION SERVICES
6. Name and Position Code Description of Direct Supervisor HERMAN, SARA M; STATE ADMINISTRATIVE MANAGER-2	12. Unit DIRECTOR'S OFFICE
7. Name and Position Code Description of Second Level Supervisor KELLEHER, DEANNE K; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work HANNAH BLDG., 608 W. ALLEGAN, LANSING, MI 48933 / M-F 8 a.m. - 5:00 p.m. Hybrid Flexible

14. General Summary of Function/Purpose of Position

The Office of Nutrition Services is the state administering agency for federal food programs such as National School Lunch and Breakfast Programs, Child and Adult Care Food Program, Summer Food Service Program, including Rural Noncongregate, Summer EBT, Fresh Fruit and Vegetable Program, Farm to Program, and commodity programs such as USDA Foods for Schools, The Emergency Food Assistance Program, and the Commodity Supplemental Food Program.

The student assistant will route program correspondence, prepare training materials, assist with clerical duties, and answer phone requests. Student assistant will work with Next Generation Grant, Application and Cash Management (NexSys), Michigan Nutrition Data (MIND), and Michigan Administrative Review System (MARS) systems. Student assistant will provide support to all units within the Office of Nutrition Services.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary: **Percentage: 60**

Perform general clerical duties in support of office programs or initiatives.

Individual tasks related to the duty:

- Make photocopies and packets for training, presentations, and other office functions.
- Perform general filing and document organization duties.
- Route and direct mail correspondence to the appropriate office staff member.
- Monitor general e-mail account inboxes and route issues or inquiries to the appropriate office staff member.
- Maintain and organize physical supplies in support of training, presentations, and general office functions.
- Support all units within the Office of Nutrition Services as projects come up.

Duty 2

General Summary: **Percentage: 30**

Respond to requests from internal and external customers.

Individual tasks related to the duty:

- Answer general inquiry calls from local sponsors, vendors, outside agencies, and other governmental offices. Transfer calls to the proper office staff member for further action, unless otherwise trained on a response.
- Transfer all calls from the media, legal staff, legislators, and other authorities to the appropriate office manager or director.

Duty 3

General Summary: **Percentage: 10**

Other job-related duties as requested

Individual tasks related to the duty:

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

None

17. Describe the types of decisions that require the supervisor's review.

Supervisor or lead consultant will make all decisions as to the work of these students.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

- Office environment
- May require long hours working on the phone and/or with a computer

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

The Office of Nutrition Services is the state administering agency for federal food programs such as National School Lunch and Breakfast Programs, Child and Adult Care Food Program, Summer Food Service Program, including Rural Noncongregate, Summer EBT, Fresh Fruit and Vegetable Program, Farm to Program, and commodity programs such as USDA Foods for Schools, The Emergency Food Assistance Program, and the Commodity Supplemental Food Program.

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24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Still a balance of clerical duties and customer services, however, the time allocated for those has shifted.

25. What is the function of the work area and how does this position fit into that function?

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26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Current enrollment in high school, vocational or technical school, or post-secondary educational institution.

EXPERIENCE:

Student Assistant A

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge of terminology and subject matter in the area of work to be performed.

Some knowledge of office equipment or materials used in the work.

Ability to use a computer.

Ability to follow oral and written instructions.

Ability to learn the work of the agency.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Student must provide evidence of enrollment or acceptance to an educational institution.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

TASHA HARPER

5/13/2026

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date