

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 DNR-NATURAL RESOURCES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Resource Management
4. Civil Service Position Code Description STUDENT ASSISTANT-E	10. Division Wildlife
5. Working Title (What the agency calls the position) Program Support Student Assistant	11. Section Wildlife Program Support
6. Name and Position Code Description of Direct Supervisor LIESMAN, JANET; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor THOMPSON, SARA M; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 525 W. Allegan, Lansing, MI 48909 / M-F, hours vary depending on schedule

14. General Summary of Function/Purpose of Position

Under the daily guidance and direction of professional staff, this employee performs administrative support routine office duties in a learning capacity, that assist staff within the Program Support Section. This position may provide support to any of the staff responsible for training and safety, asset management, procurement, finance, accounting, budget, federal aid administration, partnership agreements, and/or human resources. This classification is designed to facilitate the employment of a student seeking temporary employment opportunities related to career or curriculum goals.

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: 100

Student assistant work is performed in a learning capacity under well-defined guidance and assignments reviewed while in progress. This position may assist the professional staff with routine day-to-day activities in training, safety, human resources, finance, budget, accounting, procurement, asset management, federal aid, partnership programs. The work includes report creation and data entry. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Individual tasks related to the duty:

- Assist with the development, editing, and tracking of training programs in the State of Michigan Learning Center (SOMLC)
- Provide administrative support for special projects.
- Assist with compiling the Division annual facility and safety inspection check lists.
- Assist with the coordination of professional development events, meetings, and training programs.
- Schedule appointments, filing, copying, mailing and other general office duties.
- Compile training records and course evaluations for training courses.
- Compose and send messages to Division staff and outside vendors related to training and safety.
- Make phone calls and other contacts with Division staff and vendors related to training and safety.
- Data entry and updating of Division approved budgets and work plans in the Wildlife Planning and Tracking database.
- Run and download existing budget reports from the State's accounting system.
- Assist with monitoring and summarizing expenditures for federal grants.
- Federal grant development and reporting.
- Wildlife Habitat Grant Program project data entry.
- Tribal meeting logistics and note taking.
- Assist with tracking and reporting on federally approved land actions.
- Assist with data entry, agreement enhancements, and document organization for the Hunter Access Program and Partnership Agreements.
- Data entry related to Division asset and fleet management.
- Track information related to asset and fleet management.
- Assist in responding to the DNR-Wildlife-HR-and-Development mailbox.
- Contact field staff via phone or electronically to gather/track information related to asset and fleet management.
- Assist in the creation of the Program Support intranet page.
- Other duties as assigned.

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

Independent decisions are limited to basic tasks related to daily work plans, which would directly affect the resulting completion of those plans.

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

The supervisor or designee is expected to provide detailed work direction for all tasks unless they are clearly understood through repetition.

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.

The job duties may require an employee to walk, bend, reach, or stand for extended periods

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):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| ☐ N | Complete and sign service ratings. | ☐ N | Assign work. |
| ☐ N | Provide formal written counseling. | ☐ N | Approve work. |
| ☐ N | Approve leave requests. | ☐ N | Review work. |
| ☐ N | Approve time and attendance. | ☐ N | Provide guidance on work methods. |
| ☐ N | Orally reprimand. | ☐ 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?

This position may provide support to any of the staff responsible for training and safety, asset management, financial and budget, or human resources. As a student assistant work is performed in a learning capacity under well-defined guidance and assignments reviewed while in progress.

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

Minor changes to duty one.

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

The Program Support Section provides statewide support for financial management, grants management, procurement, human resources, asset management, and safety & training. This position may be responsible for assisting staff including the Training and Safety Coordinator, Asset Management Coordinator, Financial Specialist, Accounting Specialist, and the Human Resources team.

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:

Advanced knowledge of Microsoft Word, Excel, Access, PowerPoint, and Outlook

Ability to work and interact well with external and internal customers via phone, in person, and by e-mail

Ability to multitask as projects are assigned

Good organizational skills to track, record and enter data

Knowledge of general office equipment

Demonstrated experience in data analysis or working with databases and/or spreadsheets is preferred.

Demonstrated experience in Adobe Acrobat, creation of interactive PDF documents, and converted Word documents into PDFs is desired.

CERTIFICATES, LICENSES, REGISTRATIONS:

The 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.

ALLISON MARSTON

Appointing Authority

4/21/2026

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