

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) N/A
4. Civil Service Position Code Description STUDENT ASSISTANT-E	10. Division Executive
5. Working Title (What the agency calls the position) Student Assistant	11. Section
6. Name and Position Code Description of Direct Supervisor HENIGE, BRENDA R; DEPARTMENTAL SPECIALIST-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor AFRIK, ROBYN L; STATE ASSISTANT ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 525 West Allegan, Lansing, MI 48933 / Monday-Friday; 20-40 hours/week between 8 am-5 pm

14. General Summary of Function/Purpose of Position

Under the daily guidance and direction of professional staff, this position performs special projects with an emphasis on digital accessibility while assisting the department's accessibility coordinator. This position will also provide general assistance for staff, as needed. This position will work with the Executive Division and other department divisions. This student will gain experience working in the areas of accessibility coordination and natural resources. This student will learn skills useful for the social, economic, and biological management of natural resources.

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

Assist the DNR Accessibility Coordinator and Accessibility Advisory Council.

Individual tasks related to the duty:

- Convert documents, presentations, power points, photos, weblinks, technology and other communications into accessible formats.
- Update and post required accessible documents according to deadlines and other requirements on SharePoint site.
- Assist the accessibility coordinator with accessibility programs and meetings.
- Assist in the arrangement and coordination of AAC meetings.

Duty 2

General Summary:

Percentage: 40

Provide general assistance to Executive Division and other department staff, as needed. Assist the Executive Division with research, review and development of policies, procedures and regulations.

Individual tasks related to the duty:

- Perform research.
- Assist in the review and development of policies, procedures and regulations.
- Generate data summaries as needed from computer software including Microsoft Access and Microsoft Excel.
- Create/update presentations in PowerPoint.
- Prepare communications and correspondence for the office (phone calls, email, letters) regarding regulations.
- Attend meetings, as needed.

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

Decisions regarding the daily work schedule. Decisions as to details of specific assignments that have been previously assigned. Routine decisions in the course of data collection and compilation.

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

Decisions regarding setting priorities when time conflicts arise and/or in regards to new or unique assignments on details that have not been previously encountered in the educational experience or on the job. Decisions regarding purchasing and expenditures.

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.

This position requires an ability to interact well with people. The individual spends long periods of time working on a computer. Some in-state travel is required.

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?

Under the daily guidance and direction of professional staff, this position performs special projects with an emphasis on digital accessibility while assisting the department's accessibility coordinator. This position will also provide general assistance for staff, as needed.

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

Supervisor change. Specific work with on digital accessibility.

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

The Executive Division works directly with department staff, the Governor's Office, other agencies, outside organizations, and the public. This position will assist the Executive Division, as well as other department divisions and staff.

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:

Excellent computer skills are required. Incumbent should have a working knowledge of word-processing, spreadsheet, and database computer programs, specifically Microsoft Office programs. The incumbent is expected to be able to follow oral and written instructions, learn the work of the department/division, and communicate effectively. Interest in wildlife resources is beneficial.

CERTIFICATES, LICENSES, REGISTRATIONS:

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

A valid driver's license is preferred.

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.

LAUREN FELDPAUSCH

7/15/2025

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