

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 LICENSING AND REGULATORY AFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Finance and Administrative Services
4. Civil Service Position Code Description Student Assistant-E	10. Division IT Services
5. Working Title (What the agency calls the position) Student Assistant	11. Section
6. Name and Position Code Description of Direct Supervisor THELEN, COLE, STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor KUBACKI, KEVIN; STATE DEPUTY BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 611 W. Ottawa Street; Lansing, MI / 8am - 5pm with flexibility for class
14. General Summary of Function/Purpose of Position This position will provide general assistance to Information Technology Services Division. This student assistant position will assist with a variety of administrative support activities. Some assignments may include assisting with updates on websites, preparing documents, preparing presentations, assisting with technology equipment deployments, monitoring technology mailboxes, and various other technology assignments. This position may assist IT Technology Division with special projects as needed.	

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: 80

Assist with a variety of administrative support activities.

Individual tasks related to the duty:

- Data Entry
- Run reports from computer system
- Filing

Duty 2

General Summary:

Percentage: 20

Other duties as assigned.

Individual tasks related to the duty:

- Assist Information Technology Services Division with special projects.
- Other duties as assigned.
- Clarifies with Supervisor any questions they have concerning the project or task.
- Ensures the project draft or task is complete for review by Supervisor's requested deadline.
- Ensure changes to any drafts are done timely.

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

Making decisions to ensure accuracy and timeliness of the tasks and projects assigned to them.

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

All decisions require supervisor's approval.

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 regular physical activity including sitting for extending periods, it will also include carrying boxes of supplies and documents over 20 lbs.

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

Providing Administrative Support to IT Services Division and assistance on special projects as needed.

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

New position

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

The IT Services Division is responsible for all information technology functions for the department and is comprised of the following sections: Operational Performance Section, Business Systems Support Section and IT Operations Section.

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:

Experience with computers and other office equipment.
Microsoft Word, Excel, PowerPoint background is preferred, but not required.
Ability to compose very routine correspondence.
Good organizational and written skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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.

None

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

_____ 2/23/2023

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