

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. DEPTALTAJ64Y

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 Michigan Department of Lifelong Education, Advancement, and Potential
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Office of Higher Education
4. Civil Service Position Code Description Departmental Analyst-A	10. Division Student Aid & Access
5. Working Title (What the agency calls the position) PROGRAM COORDINATOR - FUTURE EDUCATORS RESOURCE ANALYST	11. Section
6. Name and Position Code Description of Direct Supervisor MAURER, JENNIFER K; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor COSME, DIANN; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Monday-Friday 8:00am-5:00pm. 105 W. Allegan St. Lansing, MI 48933

14. General Summary of Function/Purpose of Position

This professional position serves as the recognized resource for the Michigan Futured Educator Programs in the Student Aid and Access Division, within the Office of Higher Education (OHE). This position is responsible for developing, coordinating, implementing, and maintaining the MI Future Educator Fellowship and MI Future Educator Stipend programs. This work requires completing complex tasks and projects and communicating to students, school districts, postsecondary institutions, stakeholders, executive offices, and the Governor's office on program status, project timelines, metrics, and outcome data. This position serves as the administrator of program policies and procedures, including eligibility requirements, application processes, awards, and payments for the Michigan Future Educator Programs using both internal processes and external communications/partnerships. The position supports business operations by contributing to payment calculations and to annual and ad hoc reports. This employee also reviews and makes recommendations for improvements to the information technology system documentation (MiSSG) and Outreach methods and materials.

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: 55

Recognized resources for the Michigan Future Educator Programs, developing program plans for the MI Future Education Program, coordinating written/verbal communication regarding policies and procedures, identifying opportunities for improved efficiencies, and providing recommendations.

Individual tasks related to the duty:

- Develops program plans for the MI Future Educator Programs as a result of analysis of program data, formulation of policy, and preparing program budget recommendations.
- Leads coordination of communication regarding MI Future Educator Program policies and procedures including eligibility requirements, application processes, awards, and payment with students, high schools, and postsecondary institutions using written/verbal and various media techniques.
- Analyzes workflow processes to identify opportunities for improved efficiencies and effectiveness and provides recommendations to Departmental Managers, Program Administrator, and Division Director on modifications to policies and procedures.

Duty 2

General Summary:

Percentage: 20

Administer Program outreach by conducting webinars, trainings, focus groups to deliver program information. Research and analyze objectives and regulations. Analyze and collect program data for reports.

Individual tasks related to the duty:

- Develops techniques for informing stakeholders to ensure regulatory understanding and compliance by conducting webinars, on-line trainings, focus groups, and other creative ways to deliver programmatic information.
- Research, analyze, and interpret program objectives, regulations, and requirements.
- Collect and analyze program data necessary for monthly, annual, and ad hoc reporting. Evaluate data to ensure accuracy and timeliness according to requirements.
- Author program-specific materials including ad hoc reports, fact sheets, and outreach communications.

Duty 3

General Summary:

Percentage: 10

Works with colleagues across the Office of Higher Education to ensure consistent messaging and streamlined administration of scholarships and grants and outreach programs.

Individual tasks related to the duty:

- Work to develop, review, and disseminate electronic communications, mailings, and documents.
- Review and edit report documents for clarity and accuracy.
- Author program content for the annual report.
- Calculate and validate program counts, payments, and other metrics for the annual report.

Duty 4

General Summary:

Percentage: 10

Assists with the efficient and effective implementation of the system (MISSG) technology used to deliver funds.

Individual tasks related to the duty:

- Analyze workflow processes to identify opportunities for improved efficiencies and effectiveness.
- Participate in meetings, email, and other communications with system vendor to identify and resolve issues.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Analyze the geographical origin of aid applications in order to target Outreach specific to each program.
- Develop metrics to establish and measure outreach outcomes across stakeholder groups (e.g. students, High Schools, and postsecondary institutions).

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

Decisions necessary to ensure the effectiveness of the administration of MI Future Educator Programs, including eligibility requirements, application processes, payments and communications. Identifying MI Future Educator Program needs, making recommendations to the program administrator and division director, and developing processes to ensure program compliance with stakeholders.

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

Process and procedural decisions that are new or unique and do not have a current policy in place or are sensitive in nature. Review, signature, and approval of documents and materials which require leadership 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.

Work is performed in a standard office setting. May include long periods in front of a computer monitor or require extra hours to complete seasonal heavier workloads and deadline demands. There may be pressure for quick turn-around times on program development and/or changes from the Governor's office. There may also be times when they will need to attend some events in person for training and information dissemination to the public.

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):**

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|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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 professional position serves as the recognized resource for the Michigan Future Educator Programs in the Student Aid and Access Division, within the Office of Higher Education. This position is responsible for developing, coordinating, implementing, and maintaining the MI Future Educator Fellowship and MI Future Educator Stipend programs. This work requires completing complex tasks and projects and communicating to students, school districts, postsecondary institutions, stakeholders, executive offices, and the Governor's office on program status, project timelines, metrics, and outcome data. This position serves as the lead to administer program policies and procedures, including eligibility requirements, application processes, awards, and payments for the Michigan Future Educator Programs using both internal processes and external communications/partnerships. The position supports business operations by contributing to payment calculations and to annual and ad hoc reports. This employee will also review and make recommendations for improvements to the information technology system documentation (MiSSG) and Outreach methods and materials.

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

The Student Aid and Access Division has implemented additional state financial aid programs, which has increased the operational needs across the division. With the growth of the new programs, the complexity of the eligibility, verification of the awards, and partnerships with key stakeholders, there has been an increased scope and impact for the division. Due to this increased scope and impact for the division, this position has grown in complexity and responsibility and has become the recognized resource and administrator of the MI Future Educator Fellowship and MI Future Educator Stipend. This position focuses on program compliance, completing complex tasks and projects for internal and external customers, multiple state agencies, executive offices, and the Governor's office. New responsibilities include developing program plans for MI Future Educator Programs, analyzing and developing policies and making recommendations for efficiencies, using written, verbal and various media techniques to lead coordination of communication regarding policies and procedures.

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

The main function of the Student Aid and Access Division is to administer more than \$530 million annually to students to assist with covering their higher education costs. The division seeks to advise students and families, high schools, and postsecondary institutions about the financial aid opportunities available. This position ensures consistent, efficient, and effective administration of the scholarships and grant programs within this division, providing the technical and financial structure that contributes significantly to the achievement of the mission, goals, and objectives of the Office. As the recognized resource, this position provides essential program development and enhancements to the MI Future Educator Programs which results in streamlined processes, policies, and partnerships as Michigan works towards increasing the number of students pursuing a path to their commitment to serve as teachers in Michigan.

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

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Departmental Analyst 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles and practices of research and analysis.
- Knowledge of the principles of administrative management, including budgeting techniques, office procedures, and reporting.
- Knowledge of the tools of management, such as methods development, cost analysis, procedural manuals, training materials, operating controls, records and reports, and studies applicable in evaluating programs or services.
- Knowledge of the legislative process and governmental organization and structure. Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.
- Ability to establish program or service procedures, policies, or guidelines and to relate these to objectives.
- Ability to interpret laws, rules, and regulations relative to the work.
- Ability to learn and utilize computer processes.

**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.

N/A

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

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

