

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

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form 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
	Environment, Great Lakes, and Energy (EGLE)
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description	10. Division
Student Assistant	Executive Office
5. Internship Working Title	11. Section
Data Analysis and Visualization Intern	
6. Name of Intern's Direct Supervisor	12. Unit
Georgia Shuler, State Assistant Administrator 15	
7. Name of Next Level Supervisor	13. Work Location (City and Address)/Hours of Work
Aaron B. Keatley, Senior Chief Deputy Director	Deborah A. Stabenow Building, 525 W. Allegan Street, Lansing, MI 48933
	Hybrid hours determined by project and intern availability with no more than 29 hours per week.
14. General Summary of Function/Purpose of Position	
<p>This position will assist in updating department-wide metrics formatting, documentation of methods for collection and analysis, data renewal timelines, availability, and limitations, etc., assisting in production of a refreshed EGLE-wide data portfolio. This role will be required to learn about department needs and goals to effectively create potential data visualizations for leadership review and approval. The position will help advance department tracking and communication through data updates and visual communication techniques consistent with the standards and resources at EGLE. This work will contribute to EGLE effectively conveying department data themes, goals, trends, changes, outputs, and impacts.</p>	

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 of Duty 1 % of Time 90%

Update and assist in further development of leadership benchmarks, metrics, stretch goal data, and key initiative data, with affiliated visuals and messaging to effectively convey progress and goals.

Individual tasks related to the duty

- Ability to efficiently learn about EGLE data needs, resources, goals, and standards.
- Review and modify or update Excel spreadsheet data trends for changes in formatting, documentation of methods for collection and analysis, data timeline availability and limitations, etc., with attention to detail.
- Once established, utilize knowledge of the department and Excel to draft and recommend effective, easily interpreted, concise data visualization options for leadership review and approval.
- Ability to review data and understand without the assistance of AI what form or forms of data visuals would convey meaning well for a data set to a given audience. This includes creating content that feels accessible to a non-technical audience, allowing them to review data themes, goals, trends, changes, outputs, and impacts.
- Ability to learn new data visualization techniques or technology, as required, to bring work into alignment with EGLE standards.
- Ability to listen and communicate efficiently, effectively, and professionally with home office and collaborators throughout the department, both virtually and in-person, incorporating department knowledge into data work.

Duty 2

General Summary of Duty 2 % of Time 10%

Create and present an overview of project work to be presented at the end of the internship to staff and stakeholders.

Individual tasks related to the duty.

- Document key tasks and accomplishments throughout the project.
- Develop presentation materials using data and knowledge gained in project work.
- Prepare a 45-minute to 1-hour presentation to be given virtually to EGLE staff and other project stakeholders.

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

Prioritization of daily work assignments based on general guidance from supervisors or lead worker.

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

Daily work assignments require supervisory review.

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

This is a hybrid work from home and office-based position, involving prolonged periods of computer work. Focus, fortitude, and mental discipline are required for participating in data collection or compilation, data review, meetings or presentations, and consistently conveying information to groups.

Boxes 19-22: Have been purposely removed and are not relevant to this internship role.

23. What are the essential functions of this position?

The essential duties of this position are to learn about EGLE needs and goals, perform data set updates, and effectively present data visualization options to leadership for review and approval.

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

This is a newly established position.

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

This intern will assist EGLE's Strategic Performance Administrator, who contributes to establishing and provides collaborative oversight for department-wide efforts and maintenance of: EGLE leadership stretch goals metrics, department-wide metrics, department benchmarks, and key data-based leadership initiatives.

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

This position will require knowledge and experience with Microsoft Excel and strong writing communication skills; experience with data gathering techniques performing online research, compiling, and organizing data into tables and charts that effectively show an understanding of the data; and an ability to convey meaning effectively to non-data experts in an accessible way without the assistance of AI.

EDUCATION:

This position is suitable for an upperclassman student in an undergrad program or working on their master's degree, with current enrollment in a college or university and pursuing a degree in Data Analytics, Statistics, Professional Writing or Communication, or another relevant field.

EXPERIENCE:

Candidates must possess proficiency with Microsoft Office applications, particularly Word and Excel. Some experience working in Excel spreadsheets is required. Data entry or analysis, statistics experience, data relevant writing, Power BI experience, or other visual communication software experience is preferred. Experience that reflects environmental or public sector work interest is preferred. Education and any experience should reflect strong writing skills. Applicants should attach a sample of their work from educational or professional experience to their application.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge and ability to operate common business software (e.g., MS Office, Word, Excel).
Ability to spend multiple hours working at a computer workstation.
Ability to read, research, collect data, and think critically.
Ability to write accurately, clearly, and succinctly.
Ability to understand and follow directions.
Ability to communicate effectively, orally and in writing.
Ability to organize, plan, and complete work efficiently.
Ability to take initiative and follow up on tasks.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license is preferred

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

Georgia Shuler

Supervisor's Signature

1/7/2026

Date

I have reviewed the project and approve the allocation of funds to cover payroll for the selected intern or interns.

TJB

Senior Deputy Director Travis Boeskool's Signature

1/7/2026

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

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

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.