

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

Position Code 1. STUDASTEO10R

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 DOC-CORRECTN CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Budget and Operations Administration
4. Civil Service Position Code Description Student Assistant-E	10. Division Procurement, Monitoring and Compliance
5. Working Title (What the agency calls the position) Student Assistant	11. Section
6. Name and Position Code Description of Direct Supervisor JOHNSON, SHARENE Y; STATE OFFICE ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor HAMP, JULIE; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Grandview Plaza - 206 E. Michigan Ave., Lansing, MI 48933 / 8:00am - 5:00pm, Monday - Friday (up to 129 hr/mo)

14. General Summary of Function/Purpose of Position

Employees in this job perform a variety of trade, technical, professional, or administrative support activities related to a field of academic specialization for a state department or agency. This classification is designed to facilitate the employment of high school, college, and vocational education students 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

As a student, the employee works under the immediate supervision of an administrative support, trades, technical, professional, or management personnel in the classified state service. Work is performed under well-defined guidelines and assignments are reviewed while in progress. The level of responsibility is commensurate with the student's academic attainment. The employee is required to use judgment in the performance of the work. The job duties listed are typical examples of the work performed by positions in this job classification. 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:

Receives training and experience in the activities of a state department or institution. Performs a variety of sub-professional, semi-technical, semi-skilled or office activities. Performs special assignments, studies or projects related to the student's career or curriculum goals. As a high school student, performs a variety of support activities in stockrooms, reproduction units, mail rooms and other office areas. Performs related work as assigned, appropriate to the student's educational attainment.

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

PREAPPROVED CLASSIFICATION

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

PREAPPROVED CLASSIFICATION

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. The job duties may require an employee to climb ladders. The job duties may require an employee lift and move heavy objects. The job duties may require an employee to use power tools.

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?

N/A

23. What are the essential functions of this position?

As a student, the employee works under the immediate supervision of an administrative support, trades, technical, professional, or management personnel in the classified state service. Work is performed under well-defined guidelines and assignments are reviewed while in progress. The level of responsibility is commensurate with the student's academic attainment. The employee is required to use judgment in the performance of the work.

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

N/A

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

PREAPPROVED CLASSIFICATION

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:

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge of terminology and subject matter in the area of work to be performed. Some knowledge of office equipment or materials used in the work. Ability to use a computer. Ability to follow oral and written instructions. Ability to learn the work of the agency. Ability to communicate effectively with others. Ability to maintain favorable public relations.

**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.

None

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