CS-214
REV 1/2006

1. Position Code

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

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the Time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	**8. Department/Agency** LEO
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** BSBP
4. Civil Service Classification of Position Student Assistant	**10. Division** Field Services Division
5. Working Title of Position (What the agency titles the position) Student Assistant – Grand Rapids Office	**11. Section** West Region
6. Name and Classification of Direct Supervisor Rosemarie Van Ham, SAM 15, West Region Manager	**12. Unit** Grand Rapids
7. Name and Classification of Next Higher Level Supervisor Lisa Kisiel, FSD Division Director	**13. Work Location (City and Address)/Hours of Work** BSBP Grand Rapids Office 2942 Fuller Ave. NE 20-30 hours per week, up to 129 per month

14. General Summary of Function/Purpose of Position

The Student Assistant will provide support to the Field Services Division, of the Bureau of Services for Blind Persons. The Student Assistant will perform general office duties including preparing documents, dissemination of materials to customers, scanning/uploading documents, filing, data entry and other duties as assigned. The Student Assistant will communicate with customers, BSBP staff and community partners via email, phone, and virtual meetings.

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15. Please describe your <u>assigned</u> duties, percent of Time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

<u>Duty 1</u>

General Summary of Duty 1 **70% of Time**

Office support to West Region

Individual tasks related to the duty.

- Scanning/Uploading, copying, faxing, and shredding documents
- Follow-up with customers for documentation
- Data entry as directed in electronic case management information system (ECMS)
- Case file organization
- Compile regional mailings
- Collate reports, and invoices
- Organize equipment for rehabilitation professionals to dispense to their customers
- Order vendor catalogs, brochures and other materials as directed
- Provide direct support to staff and management team as needed

<u>Duty 2</u>

General Summary of Duty 2 **20% of Time**

Support BSBP's programs, services, and customers.

Individual tasks related to the duty.

- Assist with registering customers and community partners for identified programs, including Pre-ETS programs
- Assist with obtaining the required documentation for program participation
- Provide support onsite at scheduled programs/events
- Assist with arranging, scheduling, and coordinating vendor and partner services as directed by rehabilitation professionals and management team.
- Connect with Community Partners to identify resources to serve customers in the West Region

<u>Duty 3</u>

General Summary of Duty 3 **10% of Time**

Other duties as assigned.

Individual tasks related to the duty.

- Tasks that are at the discretion of the manager, and within the Student Assistant job specifications.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Students Assistant are to keep the supervisor alert of all issues that arise and consult whenever the directions are unclear.

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

Anything beyond normal duties need to be approved by a supervisor.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of Time and intensity of each activity and condition. Refer to instructions on page 2.

This position will be housed in the BSBP Grand Rapids office, with occasional support in the Kalamazoo office and requiring some travel to other locations.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

NAME	CLASS TITLE	NAME	CLASS TITLE

20. My responsibility for the above-listed employees includes the following (check as many as apply):

____Complete and sign service ratings.
____Provide formal written counseling.
____Approve leave requests.
____Approve Time and attendance.
____Orally reprimand.
____Assign work.
____Approve work.
____Review work.
____Provide guidance on work methods.
____Train employees in the work.

21. ***I certify that the above answers are my own and are accurate and complete.***

_____ _____

Signature **Date**

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

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential duties of this position?

See Duties previously listed

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

No changes.

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

The function of the work area is to assist professional staff in providing comprehensive and timely services to Bureau of Services for Blind Persons customers and community partners.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position?

EDUCATION:

Must be a student attending college or university.

EXPERIENCE:

None.

KNOWLEDGE, SKILLS, AND ABILITIES:

Basic familiarity with computers and the ability to transfer data from print to electronic. Basic understanding of general office equipment including a scanner, copier, fax machine. Working knowledge of Microsoft Office Suite. Good telephone etiquette and communication skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

NA

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

27. ***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's Signature	**Date**
TO BE FILLED OUT BY APPOINTING AUTHORITY	
28. **Indicate any exceptions or additions to the statements of the employee(s) or supervisor.**	
29. ***I certify that the entries on these pages are accurate and complete.***	
Appointing Authority's Signature	**Date**