

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

<b>Position Code</b> 1. STUDASTEM84N
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## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>  	<b>8. Department/Agency</b> BUREAU OF STATE LOTTERY
<b>3. Employee Identification Number</b>  	<b>9. Bureau (Institution, Board, or Commission)</b> Michigan State Lottery
<b>4. Civil Service Position Code Description</b> STUDENT ASSISTANT-E	<b>10. Division</b> Sales
<b>5. Working Title (What the agency calls the position)</b> Student Assistant	<b>11. Section</b> Region 6
<b>6. Name and Position Code Description of Direct Supervisor</b> JAY, BRIAN; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b> 
<b>7. Name and Position Code Description of Second Level Supervisor</b> STRONG, LEROY; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 101 E Hillsdale St. Lansing, MI 48933 / M-F; 7:45am - 4:45pm- Max 129 hours per month

<b>14. General Summary of Function/Purpose of Position</b> This position will be responsible for performing various administrative support, customer service, and merchandising functions based on operational needs.
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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**

Perform various administrative support and customer service functions.

**Individual tasks related to the duty:**

- Assist in performing claim center duties.
- Answer telephones and disseminate bureau information to staff and general public.
- Perform various office functions as directed.

**Duty 2**

**General Summary:**

**Percentage: 20**

Provides assistance to the Regional Manager in the maintenance of the sales warehouse.

**Individual tasks related to the duty:**

- Assist Regional Manager in maintaining the promotional items and Point-of-Sale in the warehouse.
- Assist Regional Manager in maintaining display inventory items in warehouse
- Assist Regional Manager with the receipt of shipments.
- Other duties as assigned by the Regional Manager.

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

Any independent decisions made would be those conducting routine tasks for regional office or the public.

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

Any decision required for non-routine matters.

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.

These job duties require prolonged periods of sitting, standing, walking and/or moving around. Some lifting of up to 25 pounds of promotional materials. Incumbent could be exposed to inclement conditions.

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?

Management developed PD

23. What are the essential functions of this position?

To assist in regional office claim centers and retail locations as needed. To assist the regional manager in the maintenance of promotional and point-of-sale items in the warehouse.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.  
Update to add PD to filenet

25. What is the function of the work area and how does this position fit into that function?  
The Sales Division is responsible for executing the overall marketing plan to maximize sales and revenue for the State School Aid Fund. This position will work to assist the regional office staff.

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:**  
Ability to operate standard office equipment, including, but not limited to computer, copier, scanner, fax machine, and telephone.

**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.

*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