

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

Position Code

1. SEMA3

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 MILEAP
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Senior Exec Mgt Asst-3	10. Division Central Services
5. Working Title (What the agency calls the position) Executive Assistant	11. Section
6. Name and Position Code Description of Direct Supervisor SZURPICKI, SARAH L; DEPUTY DIRECTOR OF HIGHER EDUCATION	12. Unit
7. Name and Position Code Description of Second Level Supervisor GRIFFEA, BEVERLY S; SPECIAL APPOINTEE	13. Work Location (City and Address)/Hours of Work 105 W. Allegan St. Lansing, MI 48933 / Monday-Friday 8:00am-5:00pm

14. General Summary of Function/Purpose of Position

This position provides high-level, confidential executive and operational support to the Deputy Director and designated senior leadership within the office. The position coordinates executive schedules, recurring leadership meetings, agendas, briefing materials, project-status reporting, decisions, assignments, and follow-up activities. The position is responsible for helping maintain an effective flow of information among leadership, staff, and related management forums and for ensuring that issues are routed to the appropriate meeting or decision-maker.

The position reports to the Deputy Director and receives day-to-day work direction from the Director of Student Success and Strategic Initiatives according to established office priorities. The employee exercises considerable independent judgment in prioritizing requests, organizing executive workflows, coordinating meeting preparation, identifying missing or incomplete information, monitoring assignments and deadlines, and determining when issues require escalation. The position also provides calendar management, correspondence and document preparation, meeting and event coordination, records management, and other administrative support necessary for the effective operation of the office.

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: 40

Coordinate the office's recurring leadership meetings, agenda-setting processes, project-status reporting, and flow of information among the Deputy Director, Director of Student Success and Strategic Initiatives, leadership team, managers, and staff. Ensure that issues, decisions, assignments, and follow-up actions move efficiently among the appropriate meetings and decision-makers.

Individual tasks related to the duty:

- Coordinate the weekly project-status reporting process, including collecting updates, reviewing submissions for completeness, following up on missing information, and compiling materials for leadership review.
- Work with leadership to develop agendas for recurring team meetings based on project updates, emerging issues, upcoming decisions, deadlines, and office priorities.
- Maintain a forward-looking agenda pipeline identifying items requiring information sharing, discussion, decision, strategic planning, escalation, or follow-up.
- Prepare agendas, briefing materials, background documents, and pre-meeting summaries for leadership meetings, executive one-on-one meetings, strategic-planning sessions, and other recurring management forums.
- Coordinate the movement of issues and information among team meetings, executive one-on-one meetings, leadership meetings, strategic-planning sessions, and the Deputy Director's managers meeting.
- Document decisions, assignments, responsible parties, deadlines, and unresolved issues arising from meetings.
- Maintain action-item, decision, and issue-tracking systems; request status updates; monitor completion; and elevate overdue, incomplete, or sensitive matters to the appropriate executive.
- Ensure that decisions and direction from leadership and management meetings are communicated to the appropriate staff and incorporated into subsequent agendas, work plans, or follow-up activities.
- Recommend improvements to meeting structure, agenda development, information flow, and follow-up processes to reduce duplication, clarify accountability, and support timely decision-making.
- Coordinate meeting logistics and materials and ensure that participants receive the information necessary to prepare and contribute effectively.

Duty 2

General Summary:

Percentage: 30

Provide high-level, confidential executive support to the Deputy Director and the Director of Student Success and Strategic Initiatives. Manage executive calendars, appointments, communications, meeting preparation, travel, and related administrative activities in accordance with leadership priorities. Anticipate scheduling, information, and logistical needs and exercise independent judgment in resolving routine issues and elevating matters requiring executive attention.

Individual tasks related to the duty:

- Manage and coordinate the calendars of the Deputy Director and the Director of Student Success and Strategic Initiatives, including scheduling internal and external meetings, resolving conflicts, protecting time for priority work, and adjusting schedules as needs change.
- Evaluate meeting and appointment requests to determine urgency, purpose, required participants, preparation needs, and the appropriate executive or staff member to address the matter.
- Work with the executives to establish scheduling priorities and ensure that calendar commitments align with office goals, deadlines, and operational needs.
- Anticipate upcoming commitments, deadlines, and scheduling conflicts and take appropriate action to prevent or resolve problems.
- Coordinate meeting logistics, including invitations, locations, virtual meeting arrangements, accessibility needs, materials, and communication with participants.
- Ensure that the executives receive agendas, briefing materials, background information, and other documents needed to prepare for meetings, appointments, presentations, and external engagements.
- Prepare daily or weekly calendar briefings, reminders, and summaries of upcoming commitments, required decisions, deadlines, and follow-up activities.
- Screen and route incoming requests, correspondence, and inquiries; respond to routine matters when appropriate; and refer substantive, sensitive, or time-critical issues to the appropriate executive.
- Draft, edit, proofread, format, and distribute correspondence, memoranda, presentations, meeting materials, and other documents on behalf of the executives.
- Coordinate executive travel, conference participation, registrations, itineraries, reimbursements, and related arrangements.
- Maintain confidentiality and exercise discretion in handling sensitive executive, personnel, organizational, and partner information.
- Develop an understanding of each executive's work style, responsibilities, and support needs and adapt executive-support practices accordingly.

Duty 3

General Summary:

Percentage: 20

Coordinate executive workflows, records, administrative systems, and office processes that support the effective operation of the Deputy Director's office and the Student Success and Strategic Initiatives division. Maintain reliable systems for routing materials, tracking deadlines, organizing records, and completing administrative transactions.

Individual tasks related to the duty:

- Coordinate the preparation, review, approval, routing, and retention of documents requiring executive action or signature.
- Maintain organized electronic records for executive correspondence, decisions, meeting materials, project updates, assignments, and other office business.
- Monitor recurring deadlines, reporting requirements, approvals, and administrative commitments and provide timely reminders to the responsible individuals.
- Coordinate departmental purchasing activities, including obtaining quotes, preparing purchase requests and related documentation, securing required approvals, communicating with vendors, tracking orders, confirming receipt of goods and services, and maintaining purchasing records in accordance with department and state requirements.
- Process and track invoices, purchasing-card transactions, reimbursements, registrations, and other expenditures; resolve routine discrepancies and ensure that supporting documentation is complete and submitted on time.
- Coordinate and process other administrative transactions, including travel arrangements and authorizations, conference and training registrations, reimbursements, invoices, personnel and onboarding forms, technology or system-access requests, and related documentation. Monitor transactions through completion, resolve routine issues, and ensure that required approvals and supporting materials are complete and submitted on time.
- Review materials submitted for executive action to ensure that they are complete, accurate, appropriately formatted, and accompanied by necessary background information and approvals.
- Maintain and update office procedures, templates, contact lists, calendars, tracking tools, and other shared administrative resources.
- Serve as a liaison with Central Services and other MiLEAP offices regarding administrative processes, deadlines, records, purchasing, travel, personnel transactions, and related operational matters.
- Respond to routine questions regarding office procedures and direct staff to the appropriate resources or contacts.
- Identify gaps, duplication, and inefficiencies in administrative processes and recommend practical improvements.
- Support onboarding, transitions, and access to information for new leadership team members and staff, as assigned.

Duty 4

General Summary:

Percentage: 10

Coordinate special projects, executive events, research assignments, and other time-sensitive activities on behalf of the Deputy Director and the Director of Student Success and Strategic Initiatives. Provide project coordination and administrative support for assignments that require discretion, independent judgment, and collaboration across organizational units.

Individual tasks related to the duty:

- Coordinate special projects assigned by the Deputy Director or the Director of Student Success and Strategic Initiatives, including developing work plans, organizing materials, scheduling activities, monitoring deadlines, and tracking completion.
- Conduct research, gather information from multiple sources, and prepare concise summaries, briefing documents, presentations, or recommendations for executive review.
- Plan and coordinate leadership retreats, staff meetings, convenings, conferences, stakeholder meetings, and other special events.
- Coordinate with internal staff, state agencies, educational institutions, contractors, and external partners to obtain information, schedule activities, and support completion of assigned work.
- Prepare and maintain project records, timelines, participant lists, meeting materials, and follow-up documentation.
- Identify issues that may affect project schedules or deliverables and promptly elevate them to the appropriate executive.
- Provide temporary coordination support for emerging priorities, leadership transitions, urgent assignments, and other activities requiring executive attention.
- Perform related executive and operational support duties consistent with the purpose and classification of the position.

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

Independently prioritizes and routes requests, schedules meetings, prepares agendas and materials, tracks assignments and deadlines, resolves routine administrative issues, and elevates sensitive, incomplete, overdue, or high-risk matters. These decisions affect executive schedules, staff workload, meeting effectiveness, and timely information flow.

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

Supervisor review is required for policy, personnel, financial, legal, politically sensitive, or other matters involving commitments on behalf of executive leadership or MiLEAP.

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.

This position operates primarily in a standard office environment and requires extensive use of a computer, telephone, and virtual meeting technology.

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):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	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?

Provide confidential executive and operational support to the Deputy Director and Director of Student Success and Strategic Initiatives. Coordinate executive calendars, meetings, agendas, briefing materials, project updates, decisions, assignments, and follow-up. Maintain effective information flow among leadership, managers, and staff; process purchasing and administrative transactions; and exercise independent judgment in prioritizing, routing, and escalating matters.

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

New establishment.

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

The Office of Higher Education leads statewide postsecondary policy and programs that advance educational attainment. The Student Success and Strategic Initiatives division leads efforts to improve student persistence and completion and coordinates cross-agency and institutional initiatives. This position supports that work through executive coordination, information flow, meeting management, and administrative operations.

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

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Senior Executive Management Assistant 13, 15

Four years of administrative and executive support experience equivalent to a Senior Executive Management Assistant 9, Secretary 9, or Legal Secretary 9; three years equivalent to an Executive Secretary E10, Legal Secretary 10, or Secretary Supervisor 10; or, two years equivalent to a Senior Executive Management Assistant 11, Executive Secretary 11, or Secretary Supervisor 11.

Alternate Education and Experience

Senior Executive Management Assistant 9, Senior Executive Management Assistant 11, Senior Executive Management Assistant 13, 15

Possession of an associate's degree in applied arts and sciences in an executive secretarial science curriculum may be substituted for one year as a Secretary 9.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of executive office practices, administrative procedures, organizational workflow, records management, and confidentiality requirements.
- Knowledge of professional business communication, including the organization, composition, grammar, punctuation, and formatting of correspondence, agendas, reports, presentations, and briefing materials.
- Knowledge of executive calendar management, meeting coordination, agenda development, assignment tracking, purchasing, travel, reimbursements, and related administrative processes.
- Skill in organizing complex and competing priorities, deadlines, meetings, assignments, and information.
- Skill in drafting, editing, proofreading, formatting, and preparing accurate and professional documents with limited direction.
- Skill in synthesizing information from multiple sources and presenting it clearly and concisely for executive review.
- Skill in using contemporary office and collaboration technology, including word-processing, spreadsheet, presentation, calendar, email, virtual-meeting, document-sharing, and project-tracking applications.
- Ability to anticipate executive needs and take appropriate action without detailed instruction. Ability to exercise sound judgment in prioritizing and routing requests, correspondence, meeting invitations, agenda items, and administrative matters.
- Ability to coordinate information among team meetings, executive one-on-one meetings, leadership meetings, strategic-planning sessions, and management forums. Ability to identify missing or incomplete information, monitor assignments and deadlines, follow up diplomatically, and elevate unresolved or sensitive matters appropriately.
- Ability to manage complex executive calendars, resolve scheduling conflicts, and align commitments with organizational priorities. Ability to work effectively with executives, managers, staff, state agencies, educational institutions, vendors, and external partners.
- Ability to support multiple executives with different responsibilities, work styles, and levels of support need. Ability to maintain confidentiality and exercise discretion, diplomacy, tact, and sound judgment.
- Ability to adapt to changing priorities, urgent assignments, interruptions, and short deadlines while maintaining accuracy and professionalism. Ability to work independently, take initiative, improve administrative processes, and remain composed in a fast-paced executive environment.

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.

MICHAELA CAREY

7/2/2026

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