

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 TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) BUREAU OF FIELD SERVICES
4. Civil Service Position Code Description STUDENT ASSISTANT-E	10. Division Administration
5. Working Title (What the agency calls the position) Student Assistant	11. Section
6. Name and Position Code Description of Direct Supervisor GUTTING, JASON; SENIOR MANAGEMENT EXECUTIVE	12. Unit
7. Name and Position Code Description of Second Level Supervisor BRUNNER, GREGG D; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 8885 Ricks Road, Lansing, MI 48917 / M-F 7:30 a.m. - 4:30 p.m. (can work up to 129 hours per month)

14. General Summary of Function/Purpose of Position

This position is responsible for providing administrative, operational, and technical support to the Bureau of Field Services (BFS) within the Michigan Department of Transportation (MDOT), including direct support of the Personnel Liaison, Departmental Technician, and the Bureau Director's office.

Additional duties include providing support and coverage at the Construction & Technology Building (C&T) reception desk.

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: 90

Provide administrative, operational, and technical support to the BFS Personnel Liaison (PL) and Departmental Technician, and the Bureau Director's office (including Senior Executive Management Assistant). Provide coverage and support for the C&T reception desk.

Individual tasks related to the duty:

- Assist PL with scheduling interviews, compiling hiring packages and providing to the PL for final review, checking documents for completeness/grammar/accuracy and providing to the PL for final review, maintaining schedules/calendars, filing, and organizing documents.
- Retrieve and compile personnel related data and documents for processing and prepare related reports including, but not limited to, student transcripts/hours, years of service awards, new staff name plates, email distribution lists, etc.
- Provide excellent customer service at the front desk reception area greeting all individuals contacting or accessing the building. Direct visitors appropriately and maintain the visitors' log.
- Work with the department technician on the statewide coordination and collaboration of various MDOT and industry conferences. This includes partnering with bureau, statewide, and industry staff to coordinate conference development, approvals, attendance, and financial and logistical requirements.
- Assist in the coordination and organization of office functions and activities including, but not limited to, monitoring/updating reception TV monitors, recycling bins, water coolers, alarm system, etc. to ensure building safety, security, and comfort.
- Assist in the coordination and maintenance of the Personal Protective Equipment (PPE) pantry.
- Coordinate and assist in bureau wide initiatives including, but not limited to, employee engagement activities (e.g., Bring Your Child to Work day), gatherings, bureau staff meetings, bulletin board maintenance, set-up/clean-up for gatherings/meetings, developing agendas, flyers, and emails, and distributing/collecting materials.
- Respond to inquiries from customers and staff, direct individuals appropriately, ask questions when needed.
- Sort and distribute incoming mail daily. Assist with preparing outgoing mail as requested.
- Prepare, establish, and maintain paper and electronic files and logs (including appropriate purging).
- Operate and maintain office equipment.
- Utilize computer software/applications including, but not limited to, Microsoft Word, Excel, PowerPoint, Outlook, etc.
- Make copies and print documents as needed.

Duty 2

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Participate in and perform tasks related to special projects as requested.
- Perform research to obtain information as requested.
- Other duties as assigned.

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

Perform assignments and use judgement in making decisions where alternatives are determined by established policies and procedures.

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

Decisions that conflict with established department and office policies and procedures. Decisions that include interpretations of policies and procedures.

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.

Typical duties associated with an office setting include extensive use of a computer and remaining in a stationary position for extended periods of time. Ability to move/transport materials up to 25 pounds. Position may require availability outside normal working hours based on operational needs.

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):

☐ Complete and sign service ratings.

☐ Assign work.

N Provide formal written counseling.
N Approve leave requests.
N Approve time and attendance.
N Orally reprimand.

N Approve work.
N Review work.
N Provide guidance on work methods.
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?

This position is responsible for providing administrative, operational, and technical support to the Bureau of Field Services (BFS) within the Michigan Department of Transportation (MDOT), including direct support of the Personnel Liaison, Departmental Technician, and the Bureau Director's office.

Additional duties include providing support and coverage at the Construction & Technology Building (C&T) reception desk.

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

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

The Bureau of Field Services is responsible for promoting economic benefit and improved quality of life through efficient safe operations, quality construction, and innovative research. This position provides administrative, operational, and technical support to BFS 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*.

*Students must maintain continual enrollment and earn a minimum of **six credit hours per semester/term**, with the exception of summer.

EXPERIENCE:

Student Assistant A

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Practices, procedures, and protocol in an office setting, including projecting a professional image.
- Terminology and subject matter of the office.
- Office equipment and materials used in an office setting. Proficiency in software/applications such as Word, Excel, Outlook, PowerPoint, etc.
- Correct English usage, spelling, and punctuation.

Ability to:

- Maintain confidentiality.
- Use a computer, follow instructions, and learn the work of the office.
- Communicate effectively with others and to maintain favorable public relations.
- Comprehend instructions and guidelines to carry out responsibilities and make decisions.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license is preferred.

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.

CHRISTINA TIJERINA

Appointing Authority

9/25/2025

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