

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

Position Code

1. STUDASTEM63R

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 Development
4. Civil Service Position Code Description STUDENT ASSISTANT-E	10. Division
5. Working Title (What the agency calls the position) Cultural Resource Student Assistant	11. Section Environmental Section
6. Name and Position Code Description of Direct Supervisor BENNETT, BREE L; ENVIRONMENTAL MANAGER-3	12. Unit Project Coordination Unit
7. Name and Position Code Description of Second Level Supervisor WOODWARD, DEENA S; TRANSPORTATION PLANNING MGR-4	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa Street, Lansing, MI 48933 / M-F, 8:00 am-5:00 pm (Hrs vary/129 hrs per month)

14. General Summary of Function/Purpose of Position

This position is responsible for assisting professional staff in conducting research, performing data entry, maintaining files, and reporting as part of the Michigan Department of Transportation's (MDOTs) overall cultural resource management program, above-ground cultural resource identification, and project screening.

This position requires possession of a valid driver's license to conduct research throughout the state of Michigan. Locations include, but are not limited to, site locations, various libraries, historical centers, etc.

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: 60

Assist in the collection of data needed for the architectural historians to complete project reviews.

This position requires possession of a valid driver's license to conduct research throughout the state of Michigan. Locations include, but are not limited to, site locations, various libraries, historical centers, etc.

Individual tasks related to the duty:

- Locate and compile data from various locations including, but not limited to, the Library of the State of Michigan, Archives, libraries, historical centers, and/or site locations throughout Michigan, various websites, maps, project plans, photos, and any other pertinent data needed for the cultural resource staff to complete project reviews.
- Prepare analyses of project impacts to above-ground resources needed to complete project reviews.
- Input data into databases tracking the status of project reviews and compile status reports on the progress of project reviews.
- Assist with the creation of resource databases used by project reviewers.

Duty 2

General Summary:

Percentage: 30

Assist architectural historians in research necessary to complete project reviews.

This position requires possession of a valid driver's license to conduct research throughout the state of Michigan. Locations include, but are not limited to, site locations, various libraries, historical centers, etc.

Individual tasks related to the duty:

- Conduct research under the direction of architectural historians on a variety of historic resources.
- Utilize a wide range of historic documents (e.g., digitized newspapers, plat maps, Sanborn fire insurance maps, local histories, etc.) for documentation and analysis.
- Organize research information for use by architectural historians.

Duty 3

General Summary:

Percentage: 10

Assist with other duties as assigned.

Individual tasks related to the duty:

- Prepare reports in various formats as requested by management or unit staff.
- Research and develop strategies to enable projects to meet deadlines.
- Research and produce information for various purposes.
- Other assignments as necessary.
- Special projects.

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

This position requires limited judgment and/or independent decision-making in the performance of duties. All work is conducted for and reviewed by a supervisor and/or other environmental section employees relevant to duties.

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

The supervisor's guidance is asked for regarding decisions which may affect department policy, when conflicting priorities arise, or when situations arise that require upper management approval prior to implementation.

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 office work including, but not limited to, long hours at computer, some transporting of files and boxes, etc. Ability to travel to various places for research (e.g., libraries) as well as to travel to project locations. This position requires possession of a valid driver's license.

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. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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 assisting professional staff in conducting research, performing data entry, keeping files, and reporting as part of MDOT's overall cultural resource management program, above-ground cultural resource identification, and project screening.

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?

This work area provides project support to facilitate environmental clearance of department projects. It provides expertise to survey, evaluate, and mitigate environmental impacts of department projects. It provides department expertise on environmental laws and regulations and ensures compliance with same.

This position directly supports the historic research and preservation responsibilities of MDOT in executing our project review and environmental clearance responsibilities.

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

EDUCATION:

Current enrollment in a vocational or technical school, or post-secondary educational institution.

MDOT requires enrollment in at least 6 credit hours per semester/term excluding summers and continuously enrolled and earning the required credits.

Students working toward an associate's, bachelor's, or master's degree in the following areas of study are preferred: anthropology, geography, history, historic preservation, architecture, architectural history, or a closely related field.

EXPERIENCE:

Student Assistant A

No specific type or amount is required.

One year of college or university experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- Write
- Organize
- Communicate
- Work well both independently and as a team member

- Be flexible and creative in developing and analyzing information on a wide range and variety of historic issues and problems
- Utilize Word and Excel computer programs
- Utilize ArcGIS computer program

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a valid driver's license is required and must be maintained throughout employment in the position.

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.

KELSEA COLE

8/17/2026

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