

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

Position Code 1. STUDASTEP09R

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) Office of Aeronautics
4. Civil Service Position Code Description STUDENT ASSISTANT-E	10. Division
5. Working Title (What the agency calls the position) Student Assistant	11. Section Airport Planning and Development
6. Name and Position Code Description of Direct Supervisor WISE, LAURA; DEPARTMENTAL MANAGER-3	12. Unit Aeronautics Finance and Operations
7. Name and Position Code Description of Second Level Supervisor SMITH, LINN P; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 2700 Port Lansing Road, Lansing, MI / 7:30 - 4:30 M-F
14. General Summary of Function/Purpose of Position This position assists the Office of Aeronautics and the Finance and Operations Unit in performing general office duties and duties related to processing, tracking, monitoring, and reporting of budgets, revenue, expenditures, grants, contracts, and payments. This position also supports the Airport Planning and Development Section with Federal and State grant application data, database updates, and general office duties.	

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: 70

Assists the Finance and Operations Unit in performing duties related to processing, tracking, monitoring, and reporting of budgets, revenue, expenditures, grants, contracts, and payments.

Individual tasks related to the duty:

- Runs reports and gathers data regarding budgets, revenue, expenditures, grants, contracts, and payments. Organizes or highlights specific data as requested by supervisor or manager.
- Monitors incoming invoices in ProjectWise and forwards invoices to project managers for review. Runs reports in ProjectWise to check the status of all invoices and shares reports with project managers and supervisors.
- Assists the Finance and Operations Unit staff in tracking and monitoring grant and contract data and updating databases.
- Assists the Finance and Operations Unit in processing and tracking payments in the Statewide Integrated Governmental Management Application System (SIGMA).
- Assists the Finance and Operations Unit staff in preparing year-end documentation in accordance with department guidelines.

Duty 2

General Summary:

Percentage: 30

Assists Office of Aeronautics staff in general office functions.

Individual tasks related to the duty:

- Provides general office support including data entry, mail processing, scanning, electronic filing, PowerPoint presentation creation, and answering the general office phone line.
- Assists in monitoring and updating the Office of Aeronautics Website and Aero SharePoint site.
- Assists Office of Aeronautics staff in record retention.
- Assists Office of Aeronautics staff with creating and updating forms.
- Assists Office of Aeronautics staff with running reports, drafting supplemental memos, budget letters, cost comparison letters, and sponsor certifications.
- Assists in primary closeout processes.
- 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.

Most decisions require input from supervisor or appropriate area supervisor.

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

Where no guidance or policy exists.

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.

Remaining in a stationary position for long periods of time in an office environment.

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. |

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?

This position assists the Office of Aeronautics and the Finance and Operations Unit in performing general office duties and duties related to processing, tracking, monitoring, and reporting of budgets, revenue, expenditures, grants, contracts, and payments. This position also supports the Airport Planning and Development Section with Federal and State grant application data, database updates, and general office duties.

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 position assists a collaborative work unit crossing function boundaries to help ensure appropriate processing of grants, contracts, and payments which is critical to the Office overall.

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

EDUCATION:

Current enrollment in 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 personal computer; proficiency with Microsoft Office; ability to utilize copier and scanner; organizational filing skills, and the ability to alphabetize, numerically rank, file, sort, and batch documents required; have basic mathematical skills; ability to follow instructions, and communicate effectively with others.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

N/A

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.

LOGAN BRISTOL

4/1/2026

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