State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. STUDASTE

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** TECH, MGMT AND BUDGET - MB
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Michigan Center for Data and Analystics
4. Civil Service Position Code Description Student Assistant-E	**10. Division** Executive Team
5. Working Title (What the agency calls the position) Student Assistant	**11. Section**
6. Name and Position Code Description of Direct Supervisor ARCHER, RUTH D; STATE ASSISTANT ADMINISTRATOR	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor POWELL, SCOTT R; SENIOR MANAGEMENT EXECUTIVE	**13. Work Location (City and Address)/Hours of Work** Lansing / 8:00 a.m.-5:00 p.m., Monday – Friday

14. General Summary of Function/Purpose of Position

Student Assistant will support the Chief of Staff of and Chief Data Officer’s executive team who function as experts in the Michigan Center for Data and Analytics. Student Assistant will contribute to MCDA’s executive team by assisting in the coordination and implementation of Michigan’s statewide data strategy recommendations and other strategic initiatives related to evidence-based decision-making in state government. Student Assistant will work closely with internal and external stakeholders to identify their needs related to the implementation of the statewide data strategy, strategic initiatives, and will assist the Chief of Staff in the project management related to the initiatives.

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**

Support Implementation of the Statewide Data Strategy Recommendations--Assist the Chief of Staff and MCDA Executive Team in advancing Michigan's statewide data strategy by supporting project coordination, communications, planning, and engagement.

Individual tasks related to the duty:

• Assist with project management for statewide data strategy initiatives, including tracking milestones, updating workplans, and preparing next step summaries.
• Draft routine communications and meeting materials (agendas, notes, updates) that support implementation activities and cross agency coordination.
• Attend strategy meetings, take concise notes, and document decisions, action items, and follow ups.
• Maintain stakeholder lists and engagement trackers to support consistent coordination across committees and agencies.

Duty 2

General Summary: **Percentage:** **30**

Support Data Driven Decision Making Across State Government--Contribute to MCDA's mission by assisting with research, strategic initiatives, and cross agency engagement that strengthen evidence based decision making in Michigan.

Individual tasks related to the duty:

• Assist with research and analysis for MCDA led projects, including reviewing agency maturity assessments, identifying gaps, and supporting follow up actions.
• Support ad hoc strategic initiatives such as analytics use case development, agency requests, or open data planning as directed by the Chief of Staff or Executive Team.
• Track cross agency needs by reviewing feedback, documenting common challenges, and helping summarize insights that inform statewide priorities.
• Contribute to overarching Center strategy work, including preparing materials for internal briefings, updating planning documents, and supporting MCDA's evidence based decision making efforts.

Duty 3

General Summary: **Percentage:** **20**

Research & Strategic Insight Development--Conduct targeted research on relevant topics and nationwide trends to support strategy development, statewide data efforts, and MCDA's executive decision making.

Individual tasks related to the duty:

• Research national data governance models, best practices, and emerging trends relevant to statewide initiatives.
• Review stakeholder feedback from interviews or workshops and synthesize key themes for MCDA staff.
• Contribute to drafting portions of recommendation memos, executive summaries, or white papers.

Duty 4

General Summary: **Percentage:** **10**

Leadership and Professional Development-- Student Assistant will achieve proficiency by familiarizing with relevant literature, including government, academic, non-profit, and private studies on particular areas of interest.

Individual tasks related to the duty:

· Explore relevant academic / professional literature, especially related to priority projects and subject areas.

· Develop professional relationships, associations, and affiliations through membership in relevant organizations or through collaboration with the same.

· Identify professional development goals and education / training opportunities.

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

While Student Assistant will make independent decisions regarding research projects, all work product will be reviewed by State Administrative Manager, Specialist, or Analysts before publication or dissemination.

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

· Decisions and work product intended for the media, senior management, or Governor's Office.
· Decisions that involve issues of a sensitive or political nature.
· Decisions that affect other Department or Center staff.
· Issues regarding workload, due dates, or priorities.

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.

Able to work under tight deadlines and manage multiple projects. Work is performed in an office environment, using standard office equipment. Work assignments require significant computer use. Occasional travel is required. Occasionally move boxes and computer equipment when doing presentations.

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, management prepared.

23. What are the essential functions of this position?

Contribute to the Section by assisting with research and analysis to help partners and customers gain a better understanding of state policies and programs. Work closely with internal and external customers to identify needs and will assist in the development of analysis initiatives to serve these needs. The student assistant in a learning capacity will assist staff as they work closely with internal and external customers to identify needs and will also assist in the development of research initiatives to serve these needs.

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 Michigan Center for Data and Analytics enhances and promotes evidence-based decision making across state government through advanced research and analytics. This dedicated center, housed within the Department of Technology, Management & Budget, provides Michigan with the expertise to analyze large datasets, understand challenges, and evaluate solutions. The center is led by the state's chief data officer, who is also responsible for initiatives around data sharing, open data, and privacy. The center is also the official source for the state's labor market and population data. The Labor Market Information division produces Michigan employment, occupation, and industry data through our partnerships with U.S. Department of Labor. The state demographer's team analyzes Michigan's changing population size and structure and manages the state's relationship with the U.S. Census Bureau.

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:

Knowledge: Knowledge of economics. Knowledge of labor markets. Knowledge of research methods. Knowledge of statistics.

Skills: Service Orientation. Active Listening. Critical Thinking. Speaking. Writing. Complex Problem Solving. Reading Comprehension. Active Learning. Instructing.

Abilities: Deductive Reasoning. Inductive Reasoning. Written Comprehension. Written Expression. Oral Comprehension. Oral Expression. Time Management

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.

MARCELINA BREWER 11/12/2026

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**