

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) Office of Early Education (OEE)
4. Civil Service Position Code Description Student Assistant-E	10. Division
5. Working Title (What the agency calls the position) Student Assistant- PreK Unit	11. Section
6. Name and Position Code Description of Direct Supervisor KALKMAN, DAWN R; EDUCATION CONSLTNT MGR-5	12. Unit PreK Unit
7. Name and Position Code Description of Second Level Supervisor LAFAYETTE-LAUSE, SOPHIA; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 105 W. Allegan St. Lansing, MI 48933 / 29 hours per week up to 116 per month.

14. General Summary of Function/Purpose of Position

This student assistant supports staff engaged in developing regulations, rules, procedures, standards, and policies related to education for young children and their families. Working under the direction of professional staff, the student assistant contributes to tasks connected to state PreK and Early Education grant programs, including the Great Start Readiness Program, Strong Beginnings, and other grants assigned to this unit. Responsibilities include assisting with data collection and organization, preparing draft summaries or informational materials, supporting communication efforts with intermediate school districts, local school districts, community-based organizations, and other partner agencies, and helping track activities related to program development, implementation, and evaluation. The position participates in trainings and webinars as needed and provides additional support to the PreK Manager and team as assigned.

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

Support PreK team by assisting staff with tasks

Individual tasks related to the duty:

- Assist in responding to basic program related inquiries by helping draft information for email communication, virtual sessions, workshops, and other outreach efforts.
- Assist in preparing for face to face and virtual convenings for the PreK provider and contribute to presentations as appropriate.
- Locate and compile relevant research materials to support staff work on issues in early childhood education.
- Collaborate with staff across units and departments by contributing background information, research, and preparatory materials that support policy development and inform practice for programs serving young children and families.
- Create materials such as PowerPoint presentations or Excel based reports as requested.
- Participate in webinars and trainings as needed to support project and program activities.
- Assist with monitoring legislation and identify changes that may affect the PreK unit.
- Assist with reviewing and analyzing data for accuracy and ensure requirements are met.
- Evaluate and recommend improvements to enhance accuracy and efficiency in reports, processes, and procedures.
- Assist with documenting and recording collected data and observations and generate appropriate reports.
- Communicate with the PreK Unit regarding programmatic documentation needs.
- Draft correspondence to internal and external stakeholders under staff guidance.
- Support the PreK Unit with tasks and projects as determined by the PreK Manager.

Duty 2

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Attend staff meetings.
- Participate in webinars and training.
- 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.

- Prioritization of work assignments.
- Determination of what additional data needs to be collected as scope of work.

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

- Analysis of data and impacts to PreK team.
- Conflicts in data.
- Approval of reports, presentations, and internal/external communication with stakeholders.
- Resolution of complex issues.
- Resolution of inquiries made to team.
- Training.
- Policy recommendations or adaptations.

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.

The PreK Unit is a fast-paced work environment. The student will be expected to use standard office equipment and a PC. Given the position is remote, the student will need Wi-Fi connection and the ability to meet virtually with team while maintaining confidentiality.

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

N Assign work.
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?

The essential functions of this position are to support the PreK team by assisting with program development activities, researching and summarizing information, reviewing and documenting data, preparing materials for communication and training efforts, monitoring relevant legislative updates, and collaborating with PreK unit staff to contribute information that informs program planning, policy discussions, and PreK grant initiatives. The student assistant also supports the PreK Unit by completing assigned tasks that help advance high-quality services for young children and their families.

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 PreK Unit is comprised of a team of individuals to support the implementation of GSRP at the state-level. This team includes the Manager, Lead Education Consultants, Education Consultants, Data Analyst, Fiscal Analyst, and Secretary. The student assistant will support the team's efforts to strengthen early childhood programs by assisting with program development activities, helping gather and prepare information for PreK grant initiatives, contributing to training and technical assistance efforts, and completing additional tasks that advance services for young children and their families.

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:

- Ability to effectively communicate orally and in writing.
- Attention to detail and accuracy in work product.
- Ability to actively listen and focus on customer needs.
- Ability to make objective and complete observations.
- Ability to work well with teams and in partnership with others.
- Ability to independently follow up on multiple assignments concurrently.
- Ability to manage time effectively.

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.

None.

I certify that the entries on these pages are accurate and complete.

MICHAELA CAREY

8/28/2026

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