

**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)
4. Civil Service Position Code Description Student Assistant-E	10. Division Logistics and Operations Support
5. Working Title (What the agency calls the position) Student Assistant	11. Section
6. Name and Position Code Description of Direct Supervisor GHERING, CYNTHIA A; HISTORIAN MANAGER-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor HARVEY, MARK E; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 702 W. Kalamazoo street, Lansing MI / Monday - Friday 8am - 5pm

14. General Summary of Function/Purpose of Position To provide operational and clerical support to the Archives of Michigan (AoM) by completing routine data entry, conducting inventories, and packing records for transfer based upon documented procedures. Assist archivists in fieldwork to retrieve records from government offices in Lansing and local government offices around the state.

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

Reformatting older records retention and disposal Schedules to align with current procedures and templates.

Individual tasks related to the duty:

- Re-writing documents to align with current formatting and terminology for record series titles, descriptions, and retention periods.
- Tracking changes so schedules reviewers know what was revised.
- Re-formatting MS Excel spreadsheets to ensure they print as ADA accessible PDFs suitable for web publication.
- Identifying content in the schedules that will be declared obsolete to eliminate duplication.

Duty 2

General Summary:

Percentage: 25

Prepare and arrange records for the Archives of Michigan.

Individual tasks related to the duty:

- Assist archivists in fieldwork to retrieve and prepare historical records for shipment.
- Assist in the preparation of documents, files, volumes, microfilm, and other formats for transfer,
- Assist in organizing records by numerical, date, or alphabetical order under the direction of an archivist.
- Assist in packing records in specific order into boxes for transfer to the Archives of Michigan.

Duty 3

General Summary:

Percentage: 25

Inventory and verify contents of archival collections.

Individual tasks related to the duty:

- Creating box or file level inventories of records to under direction of an archivist.
- Create reel level inventories of microfilm in preparation for digitization vendor.
- Inspect boxes and compare records with existing inventories to confirm receipt of records from transferring offices, donors, or vendors.
- Prepare boxed records for transfer to the Records Center's Long-Term Storage.

Duty 4

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Handle and process incoming mail.
- Assist at Archives' Reading Room registration desk.
- Assist with records pickups from the Records Center.

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

This position decides independently how to re-format documents and inventory and prepare records for transfer in accordance with standard operating procedures.

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

All drafts of revised schedules will be reviewed by the supervisor and Records Management Services staff. Organization of unique archival records will be reviewed by an archivist.

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.

A portion of time will be spent in records storage areas, warehouses, basements or attics, or in the Archives of Michigan's stacks or work areas. Moving, lifting, and loading boxes and volumes up to 40 pounds, standing, walking, and climbing pulpit ladders to reach 12-foot high shelving. Will include some travel with an archivist to pack historical local government records. May include occasional work around mold, dust or mildew.

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?

Re-formatting older records retention schedules to align with current practices. Preparing and packing historical records for transfer to the Archives of Michigan. Inventory of archival collections for improved control and access.

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?

Per state law (MCL 399.811), the Archives of Michigan is responsible for the identification and permanent preservation of public records that document the state, government, and people. The Archives serves all three branches of government, the 20 state agencies and local government offices in 83 counties and over 1240 cities, townships, and villages across the state. This position will assist the unit in meeting the needs of state and local government offices and preserve the state's historical records.

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:

Must have the ability to effectively communicate and solve problems. Good grammar and proofreading skills are essential. Working knowledge of personal computers; trustworthy, accurate, cooperative, demonstrate good interpersonal skills and communication abilities (written and oral); and able to adapt to changing priorities.

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

7/30/2026

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