

## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TECH, MGMT AND BUDGET - MB
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> Student Assistant-E	<b>10. Division</b> Policy, training, outreach
<b>5. Working Title (What the agency calls the position)</b> Student Assistant	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> BATORA, CORINNA A; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> BATORA, CORINNA A; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> / 320 S. Walnut Lansing, MI 48933
<b>14. General Summary of Function/Purpose of Position</b> The student assistant will perform a variety of duties to support the Professional Development Section of the Policy, Training, and Outreach Division of DTMB Central Procurement Services and will help staff achieve Section goals.	

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**

Perform duties to support the Policy, Training, and Outreach Division's Professional Development Section.

**Individual tasks related to the duty:**

- Provide training administrative support.
- Perform and document training research and needs analysis.
- Assist with creating training materials.
- Assist with preparing presentation materials – MS Powerpoint and other formats for training.
- Assist with training project management tasks.
- Create/update Dashboard.
- Assist with course development and design using E learning software.
- Assist with running webinars.
- Review training materials.
- Post documents to SharePoint site for reviews, manage review process and communications.
- Assist with other administrative duties.

**Duty 2**

**General Summary:**

**Percentage: 10**

Perform duties to support the Policy, Training, and Outreach Division as required.

**Individual tasks related to the duty:**

- Other duties as assigned by Division staff

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

Limited decision-making responsibility since this is a student assistant position working under the close supervision of Section staff.

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

Guidance in the development of all materials and the approval of all documents and reports drafted.

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.

No special physical effort required to perform this job.

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.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> 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 position will assist professional staff in carrying out duties which are essential to the success of the Professional Development Section of the Policy, Training, and Outreach Division.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position

**25. What is the function of the work area and how does this position fit into that function?**

DTMB Central Procurement Services is responsible for procuring commodities and services for the Executive Branch of State Government. The Policy, Training, and Outreach Division is charged with a variety of responsibilities including support of the state's policy development, training, communications, vendor outreach, MiDEAL extended purchasing program, audits, FOIA, Administrative Board and forms/templates. This student will provide support to the Professional Development Section for some of the background functions.

**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:**

- Mastery of Microsoft Office especially Word, PowerPoint, and Excel
- Excellent written and oral communication skills.
- Ability to use basic audiovisual and projection equipment

**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

3/5/2026

\_\_\_\_\_  
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