

MICHIGAN SENATE

SENATOR SANTANA

POSITION POSTING

SCHEDULER

SUMMARY:

Under the direction of Senator Santana and the Chief of Staff, the Scheduler oversees the Senator's schedule and coordinates office attendance at District Events. Responsibilities include, but are not limited to, answering incoming phone calls and addressing questions from constituents; assists with the scheduling and coordination of meetings and other events; assisting with the drafting of legislation and amendments; tracking a variety of bills throughout the legislative process; maintains office supplies; representing the Senator at district events; attending meetings on behalf of the Senator; and speaking publicly on legislative matters.

ESSENTIAL JOB FUNCTIONS:

- Schedules meetings and other appointments for the Senate Member and Chief of Staff
- Coordinates the schedules of the Senate Member and Chief of Staff
- Monitors major district happenings
- Answers and responds to constituent phone calls, email, and mail
- Drafts and edits various correspondence, including constituent responses and ceremonial letters
- Meets with constituents
- Performs special projects assigned by the Senate Member or Chief of Staff

SECONDARY DUTIES AND RESPONSIBILITIES:

- Attends committee meetings, as necessary
- Attends community events on behalf of the Senate Member, as necessary
- Monitors and reviews news articles from the Senate Member's district
- Assists with general administrative tasks, including copying, filing, proofreading, and answering incoming calls, as necessary
- Performs all other duties as assigned by the Senator or Chief of Staff

EDUCATION/EXPERIENCE:

- Bachelor's degree preferred
- Experience in government or government affairs preferred
- Knowledge of legislative process and prior legislative experience strongly preferred
- Other combinations of education and experience evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:

- Ability to effectively communicate with constituents who may be frustrated, distraught, or confrontational
- Excellent written and verbal communication skills
- Ability to speak in front of large groups, including public meetings
- Ability to develop and maintain good working relationships with colleagues, legislators and with staff, lobbyists, and other interest groups
- Ability to work independently and as part of a team
- Excellent organizational skills and ability to maintain strict attention to detail
- Ability to maintain confidentiality of information
- Knowledge of the legislative process and of the structure and policies of state government
- Ability to use basic computer applications, including Microsoft Outlook, Word, and Excel
- Ability to work outside of normal work schedule, as necessary
- Ability to prioritize multiple tasks in a fast-paced environment and meet deadlines that may be rigid or subject to change on short notice
- Ability to use diplomacy, discretion, and good judgment when disseminating information

This job description is not intended as a comprehensive list of all of the duties required of this position. Additional duties may be assigned from time to time, and the listed duties are subject to change at any time, with or without notice.

STATUS: Hourly

RATE: \$20 - \$25 per hour, up to 29.5 hours per week

GOVERNING CAUCUS: Democrat

This is a non-civil service, at-will position.

**Interested applicants, please submit a cover letter and resume
to:**

PO Box 30036

Lansing, MI 48909

Email: NCook@senate.michigan.gov

The Michigan Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, gender identity or expression, sexual orientation or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 517-373-1675.