

MICHIGAN SENATE

SENATOR CHANG

POSITION POSTING

SCHEDULER

SUMMARY:

Under the direction of the Senate Member and Chief of Staff, the Scheduler greets visitors, answers incoming phone calls, distributes mail, maintains office supplies, and oversees the scheduling and coordination of meetings and other events. The Scheduler also writes correspondence, assists with special projects in the Lansing office and, in consultation with the Director of Constituent Services, conducts constituent casework.

ESSENTIAL JOB FUNCTIONS:

- Answers incoming phone calls and greets the public and visitors to the Senate Member's Lansing office
- Schedules meetings and other appointments for the Senate Member
- Coordinates the schedules of the Senate Member
- Drafts and sends correspondence, including constituent responses, letters of support, ceremonial letters and tributes
- Coordinates with the Legislative Director and is responsible for hiring and supervising interns in Lansing office
- Assists with constituent casework in the Lansing office in consultation with the Director of Constituent Services and Legislative and Policy Advocate, including coordination with state departments to resolve constituent issues
- Monitors and reviews news articles from the Senate Member's district, adding events to calendar or writing communications as necessary
- Assists with social media in conjunction with other team members and communications staff
- Distributes office mail
- Maintains stock of office supplies
- Performs general administrative tasks, including copying, filing, and proofreading
- Assist with writing of content for newsletters and email updates

SECONDARY DUTIES AND RESPONSIBILITIES:

- Attends committee meetings, as necessary
- Assist with district events such as town hall meetings, coffee hours and community forums;
- Attends community and constituency events and provides updates on behalf of the Senate Member, as necessary
- May assist with design/creation of flyers/invitations or other materials related to events or projects
- May develop policy initiatives, including the drafting/stakeholder process and introduction of legislation

- Performs other duties, as assigned

EDUCATION/EXPERIENCE:

- Bachelor's degree, knowledge of legislative process, and/or prior administrative experience required
- Other combinations of education and experience evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:

- Ability to work with officials, staff, and the public in a professional and courteous manner
- Ability to use basic computer applications, including Microsoft Outlook, Word, and Excel
- Excellent written and verbal communication skills
- Excellent time management skills and ability to multi-task and prioritize assignments
- Ability to work outside of normal work schedule, as necessary
- Ability to maintain favorable public relations
- Ability to work independently and as part of a team
- 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: Salaried, with a standard benefit package optional

SALARY: Negotiable based on experience

GOVERNING CAUCUS: Democratic

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

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

Ellen Heinitz

PO Box 30036

Lansing, MI 48909

Email: EHeinitz@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, 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.