

# MICHIGAN SENATE

## SENATE MAJORITY LEADER

### POSITION POSTING

#### ADMINISTRATIVE ASSISTANT

##### SUMMARY:

Under the Direction of the Senate Member and Chief of Staff, the Administrative Assistant greets visitors, answers incoming phone calls, distributes mail, maintains office supplies and materials, schedules and coordinates meetings and Lansing-based events and activities. The Administrative Assistant also drafts correspondences with constituents and performs other special projects as assigned.

##### ESSENTIAL JOB FUNCTIONS:

- Assists with administrative and reception duties such as greeting visitors, answering telephones and distributing mail
- Maintains close contact with the Senate Majority Office staff
- Maintains various calendars for senior staff within the Senate Majority Leader's office
- Provides information on and generates ideas for press, mass mailings, and newsletters
- Distributes office mail
- Maintains stock of office supplies
- Performs special projects assigned by the Senate Member or Chief of Staff

##### SECONDARY DUTIES AND RESPONSIBILITIES:

- Attends legislative and district meetings on behalf of the Senate Member
- Attends session and committee meetings, as necessary
- Organizes and compiles files concerning legislation
- Performs other duties, as assigned

##### EDUCATION/EXPERIENCE:

- High school diploma (or equivalent) with additional schooling or relevant work experience required
- Bachelor's degree, knowledge of legislative process, and prior administrative experience preferred
- 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

**SALARY:** \$45,000 - \$55,000, based on experience

**GOVERNING CAUCUS:** Democratic

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

**Applications will be accepted until position is filled.  
Interested applicants, please submit a cover letter and resume to:**

Ellie Penn

PO Box 30036

Lansing, MI 48909

Email: [EPenn@senate.michigan.gov](mailto:EPenn@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, sexual orientation, gender identity or expression, 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.