

MICHIGAN SENATE

SENATE MAJORITY STAFF

POSITION POSTING

POLICY FELLOW

SUMMARY:

Under the direction of the Senate Majority Leader and supervised by the Policy Director for the Majority Central Staff, the Policy Fellow researches complex policy issues as directed by the Policy Director. The Policy Fellow also supports Policy Advisors in staffing, policy writing, and Member Office initiatives. The Policy Fellow also serves as the main point of contact for all incoming policy and budget review requests.

ESSENTIAL JOB FUNCTIONS:

- Researches, interprets, and understands complex policy issues
- Assists Policy Advisors in staffing policy and budget committees
- Serves as the main point of contact for budget and policy review requests
- Researches ideas and/or issues at the request of the Policy Director
- Assists in writing policies related to key issues as directed by the Policy Director
- Attends meetings at the request of the Policy Director

SECONDARY DUTIES AND RESPONSIBILITIES:

- Performs other duties as assigned by the Policy Director

EDUCATION/EXPERIENCE:

- Previous federal, state, or local policy internship experience required
- Other combinations of education and experience evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:

- Ability to develop and maintain good working relationships with colleagues, legislators and with staff, lobbyists, and other interest groups
- Ability to represent the Senate Majority Leader and Majority Caucus Members in a professional, courteous manner
- Ability to use basic computer applications, including Microsoft Outlook, Word, and Excel
- Excellent written and verbal communication skills
- Ability to prioritize multiple tasks in a fast-paced environment and meet deadlines that may be rigid or subject to change on short notice
- 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 work outside of prescribed work hours when necessary

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 benefits package

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

GOVERNING CAUCUS: Democratic

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

Interested applicants, please direct inquiries, cover letters, and resumes to:

Senate Majority

PO Box 30036

Lansing, MI 48909

Email: CGrabowski@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.

