



Legislative Service Bureau Job Posting

Student Assistant – IT Support

Posting & Application Period:
March 28 to April 14, 2024 (by 5:00 p.m.)

DEPARTMENT: Legislative Service Bureau – Information Services

STATUS: Part-time | 20 hours per week | Summer position: April 29 to August 2, 2024

MINIMUM SALARY: \$18.00 - \$20.00 per hour

JOB LOCATION: Boji Tower–4th Floor, 124 W. Allegan Street, Lansing, MI

GENERAL DESCRIPTION OF JOB DUTIES

The Student Assistant - IT Support assists with various technical tasks, inventory control, and providing support to end users. This role is ideal for individuals pursuing studies in information technology or related fields who are seeking hands-on experience in a professional IT environment.

REQUIRED EDUCATION

Current enrollment in post-secondary educational institution in an IT related degree program.

EXPERIENCE/OTHER REQUIREMENTS

- Knowledge of general office practices.
- Willingness to work and ability to listen to and carry out instructions responsibly.
- Familiarity with Microsoft Windows and Office applications, as well as common web browsers.
- Knowledge of basic IT security principles and practices is preferred.

HOW TO APPLY

Online applications only are being accepted through the State of Michigan Jobs website at <https://www.governmentjobs.com/careers/michigan>. For full consideration, candidates must include two additional items as attachments in their online application: 1) Cover letter outlining qualifications & interest, and 2) Resume. The deadline to apply is 5:00 p.m. on Sunday, April 14, 2024.

Current Legislative Council employees who wish to apply should contact the LSB Human Resources Office at humanresources@legislature.mi.gov or call 517-373-9643.

ADDITIONAL REQUIREMENTS AND INFORMATION

Employees must be willing and able to work overtime and scheduled on-call shifts as required for legislative session work, including evenings, weekends, and holidays. Work is performed on-site.

The Legislative Service Bureau is a nonpartisan, legislative information and service agency that is part of the Legislative Council. The LSB Information Services Division provides the Michigan Legislature with voice and data computer systems, including consolidated chamber automation, bill drafting tools, and maintenance and monitoring of the legislative network infrastructure. All LSB employees are unclassified, at-will employees, except for Print Shop union members. LSB employees are required to maintain confidentiality and be nonpartisan.

For questions, call the LSB Human Resources Office at 517-373-9643.

The Legislative Council accepts resumes and applications for employment only for current position vacancies. The Legislative Council is an Equal Opportunity Employer. Michigan law prohibits discrimination based on religion, race, color, national origin, age, sex, marital status, gender identity or expression, sexual orientation, height, weight, arrest record, or handicap. If an accommodation is needed during the application process, contact the LSB Human Resources Office.