



JOB POSTING: ADMINISTRATIVE ASSISTANT – Michigan Works! Southwest

POSITION SUMMARY

The W.E. Upjohn Institute for Employment Research and Michigan Works! Southwest is seeking a skilled Administrative Assistant to provide a wide range of administrative and office support functions for Michigan Works! Southwest leadership. This role ensures efficient day-to-day operations by coordinating various processes related to organizational communications, schedules, and meetings while preparing documents and presentations, maintaining records, and performing routine administrative functions.

Success in this position requires the ability to be proactive in completing administrative support tasks while working independently. The ideal candidate will possess strong organizational, communication, and technology skills, pay close attention to detail, and be able to effectively manage multiple priorities.

This is a full-time in-office position with limited opportunity for remote work. The position is located at the Michigan Works! Southwest Kalamazoo County Service Center, 1601 S. Burdick, Kalamazoo 49001.

KEY RESPONSIBILITIES

- Prepare, edit, and process various communications
- Prepare and edit presentations, correspondence, and other documents
- Conduct research, and collect and analyze data to prepare reports and documents
- Manage and maintain various schedules, appointments, and travel arrangements
- Process purchase orders, check requests, and invoices
- Arrange and coordinate meetings, and record, transcribe, and distribute meeting minutes

POSITION REQUIREMENTS

- High school diploma or equivalent and two years of relevant work experience
- Knowledge of standard office administrative practices and procedures
- Proficiency in Microsoft Office products (Outlook, Word, Excel, PowerPoint)

WAGES & BENEFITS

This position offers a starting salary of \$42,000 annually, as well as a generous benefit package. The benefits offered include health, dental, and vision insurance, short-term extended medical leave, long-term disability, parental leave, and a retirement plan.

WHO WE ARE

Michigan Works! Southwest strives to build connections between job seekers looking to grow their careers and employers seeking quality candidates with the necessary job skills. This is accomplished by staying abreast of employment trends and maintaining critical relationships with community partners to ensure connections are made between employers, educators, trainers, and employees. Learn more at our website: <https://www.michiganworkssouthwest.org/>

Michigan Works! Southwest is within the **Center for Workforce Innovation and Solutions**, a division of the **Upjohn Institute**, and is committed to pioneering best practices in workforce development through program development, operation, and evaluation, striving to ensure successful outcomes for job seekers, employers, and communities.

Since 1932, the **Upjohn Institute** has functioned as one of the world's leading independent, non-partisan, and non-profit labor economics research organizations, seeking to research the causes and effects of unemployment and to devise ways and means of alleviating hardships caused by unemployment.

All applicants and participants of the Michigan Works! Southwest Workforce Development Programs will be provided equal opportunity to participate in and benefit from all programs, activities, and services without regard to race, color, religion, national origin, age, sex, height, weight, marital status, disability, arrest record, or political affiliation or belief, or citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or other non-merit factors.

The Upjohn Institute is an Equal Opportunity Employer and as such, is committed to achieve a goal of equality in the treatment of employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, marital status, age height, weight, national origin, veteran or disability status in hiring, promotion, training and development, compensation, transfer, termination, disciplinary action, and all other personnel actions and Institute related functions and activities.

HOW TO APPLY

Submit your resume and letter of interest to hr@upjohn.org.