

**SENATE FISCAL AGENCY  
PAGE/MESSENGER POSITION**

**Position:** Page/Messenger for the Senate Fiscal Agency

**Salary:** Beginning - \$15.00 per hour

**General Description of Position:**

A Messenger is responsible primarily for performing reception desk duties, including answering a multi-line telephone; providing mail pick-up, delivery, and distribution; providing copying assistance; maintaining supplies; and other duties assigned by the Business Manager.

A Messenger typically works approximately 20-24 hours per week Tuesday through Thursday and will receive pay for State of Michigan holidays if the messenger's scheduled work day/hours falls on the holiday. A Messenger will receive no payment for vacation days but does receive paid sick leave in accordance with Michigan law.

Student applicants must be willing to fit their school schedule around assigned work hours.

**Minimum Qualifications for the Position:**

Must be at least 18 years of age, a high school graduate, and a college student.

**Skills and Abilities:**

The job requires the ability to follow oral and written instructions accurately; communicate oral and written messages in a clear and concise manner; operate copying equipment; prioritize workloads; and the physical ability to perform moderate to heavy lifting.

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Interested students should submit a cover letter and resume electronically to Megan Williams, Business Manager, at [MWilliams@senate.michigan.gov](mailto:MWilliams@senate.michigan.gov).