

JOB POSTING – EXECUTIVE AND EDITORIAL ASSISTANT

POSTING DATE: January 28th, 2026

POSITION SUMMARY

The W.E. Upjohn Institute for Employment Research is seeking a skilled Executive and Editorial Assistant to provide high level administrative support to Research staff within the organization, while ensuring the efficient coordination of department activities and priorities. This role requires strong organizational skills and a consistent ability to deliver work with a high degree of accuracy and attention to detail. The Executive and Editorial Assistant demonstrates superior written and verbal communication skills, including advanced editing and proofreading capabilities, and effectively organizes and presents information for others' use and distribution. The ideal candidate will possess the ability to work independently while also collaborating effectively within a team environment.

KEY RESPONSIBILITIES

- Manage and maintain schedules, appointments, meetings, events, and travel arrangements for internal and external department stakeholders.
- Prepare, review, and copyedit a variety of documents including correspondence, proposals, reports, meeting agendas, meeting minutes, and presentations.
- Create and disseminate bi-weekly departmental communication.
- Assist with tracking, compiling, and reporting department metrics, including editing and organizing data to produce accurate and timely statistical reports.
- Assist researchers with various tasks, including writing proposals/grants and providing support with projects as assigned.
- Perform various administrative functions, including but not limited to, file/records management, completion of expense reports, coordination of department activities, and other tasks in support of the department.

POSITION REQUIREMENTS

- A minimum of three years of extensive administrative support experience.
- Associate's degree or higher is beneficial.
- A high level of proficiency in Microsoft Office 365 and Adobe software applications and adept at learning new software and online platforms.

WAGES & BENEFITS

Starting salary for this position is \$45,000 – \$58,000 annually, based on experience. The Institute's generous benefit package offers health, dental and vision insurance, short-term extended medical leave, long-term disability, parental leave, and a retirement plan.

WORK LOCATION

The Upjohn Institute is located in Kalamazoo, Michigan. This is a hybrid position which requires weekly on-site work.

WHO WE ARE

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. The Institute also houses the administrative arm of the local workforce development programs.

The Upjohn Institute is an Equal Opportunity Employer and as such, is committed 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 resume and letter of interest to hr@upjohn.org.