

JOB POSTING – ADMINISTRATIVE ASSISTANT

POSITION SUMMARY

The W.E. Upjohn Institute for Employment Research is seeking a skilled Administrative Assistant to provide administrative and clerical support to the organization's Research staff. This role requires strong organizational skills and a consistent ability to deliver work with a high degree of accuracy and attention to detail. The Administrative Assistant will possess excellent written and verbal communication skills, including editing and proofreading capabilities. Duties include coordinating and monitoring research projects, assisting with preparation of reports and presentations, completing expense reports, maintaining physical and electronic records, and communicating with internal and external stakeholders.

KEY RESPONSIBILITIES

- Develop, organize, maintain, and ensure accuracy and confidentiality of project files.
- Review, format, and copyedit a variety of documents including correspondence, proposals, reports, meeting agendas, meeting minutes, and presentations using Microsoft Word, Overleaf, and other various software.
- Assist with travel arrangements and prepare related expense reports.
- Process, maintain, and track payments and related deliverables for honoraria, grants, and other awards.
- Perform various administrative functions, including but not limited to, cross-departmental coordination on various projects, proposal and grant writing assistance, and other tasks in support of the department.

POSITION REQUIREMENTS

- A minimum of five years of combined relevant administrative training and/or work experience.
- Proficiency with Microsoft Office software.
- The ability to conduct effective internet research, as well as possess the willingness to learn new software and online platforms as necessary.
- Comfort with AI tools and familiarity with Overleaf, a LaTeX editor, is desirable.

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.