Position Summary

The Center for Workforce Innovation and Solutions (CWIS), a division of the Upjohn Institute, is seeking an Administrative Assistant to support the CWIS Business Solutions team and clients. The Administrative Assistant performs a wide range of administrative and office support activities. Responsibilities include managing correspondence, preparing communications, presentations, and other documents; conducting research and analyzing data to prepare reports; coordinating meetings, events, and schedules; responding to requests for labor market information; maintaining data base systems; and recording, transcribing, and distributing meeting minutes. This position works full-time in-person at the Main Campus of the Upjohn Institute in Kalamazoo, Michigan.

Position Requirements

High school diploma or equivalent and two years of relevant work experience required. Professional written, telephone and in-person communication skills a must. Attention to detail and accuracy required. Proficient computer skills and in-depth knowledge of Microsoft Office software required. Knowledge of state and federal workforce programs preferred. Must have reliable transportation as travel throughout the service area is required.

About The Center for Workforce Innovation and Solutions

The Center for Workforce Innovation and Solutions, a division of the Upjohn Institute, 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.

Michigan Works! Southwest, within the Center for Workforce Innovation and Solutions, strives to build connections between job seekers looking to grow their careers and employers seeking quality candidates with the necessary job skills. Michigan Works! Southwest stays abreast of employment trends and maintains critical relationships with community partners to ensure connections are made between employers, educators, trainers, and employees.

Michigan Works! Southwest serves Branch, Calhoun, Kalamazoo, and St. Joseph counties in southwest Michigan, and has a deep understanding of existing and growing industries, training and education opportunities, and the status of the local workforce, resulting in maximum impact in the communities served.
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.

About the W.E. Upjohn Institute for Employment Research

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 to affirmative action steps to help 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.

Annual starting salary range for this position is $35,000 - $40,000 based on experience. The Upjohn Institute offers a generous benefit package.

Application Instructions

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