



STATE OF MICHIGAN  
invites applications for the position of:  
**Promotional Agent 9-12**

An Equal Opportunity Employer

**JOB #:** 7901-17-AGD-007

**DEPARTMENT:** Agriculture and Rural Development

**JOB TYPE:** Permanent Full Time

**BARGAINING UNIT:** NON-EXCLUSIVE REPRESENTED EMPLOYEE (NERE)

**SALARY:**

Hourly  
\$18.90 - \$33.21

Annually  
\$39,312.00 - \$69,076.80

**OPENING DATE:** 08/21/17

**CLOSING DATE:** 09/10/17 11:59 PM

**JOB DESCRIPTION:**

This position provides promotion assistance to programs in the Agriculture Development Division. This position will assist in communicating with Michigan companies regarding export marketing programs and services, including Michigan pavilions at state, domestic, and international trade shows as well as export seminars, webinars and trade missions. Event coordination and recruiting are key duties for this position. The position will serve as an export resource for companies that are currently exporting or looking at exporting for the first time. This position will work to implement multiple on-going projects that support the program goal of assisting Michigan food and agriculture firms increase exports as well as facilitate agricultural sales in new markets.

**REQUIRED EDUCATION AND EXPERIENCE:**

**Education**

Possession of a bachelor's degree in any major.

**Experience**

**Promotional Agent 9**

No specific type or amount is required.

**Promotional Agent 10**

One year of professional experience providing professional promotional agent services equivalent to a Promotional Agent 9.

**Promotional Agent P11**

Two years of professional experience providing professional promotional agent services equivalent to a Promotional Agent, including one year equivalent to a Promotional Agent 10.

Promotional Agent 12

Three years of professional experience providing professional promotional agent services equivalent to a Promotional Agent, including one year equivalent to a Promotional Agent P11.

**ADDITIONAL REQUIREMENTS AND INFORMATION:**

View the entire job specification

at: [http://www.michigan.gov/documents/PromotionalAgent\\_12884\\_7.pdf](http://www.michigan.gov/documents/PromotionalAgent_12884_7.pdf)

Position Description

**Please attach a cover letter, resume and official college transcripts to your application.** For our purposes, "Official Transcripts" must contain the college/university name and address, the degree conferred and date granted, coursework completed (especially if no degree granted), and the Registrar's signature and/or seal.

Information provided in your application, resume, cover letter, transcripts, and any other documentation provided will be used to verify responses to the supplemental questions. Unsupported responses may not be considered further.

Your application for any position does not guarantee that you will be contacted by the Department/Agency for further consideration. Only those applicants interviewed will be notified of the results.

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Agriculture and Rural Development  
525 West Allegan Street  
Lansing, Michigan 48909

[mda-hr-resumes@michigan.gov](mailto:mda-hr-resumes@michigan.gov)

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**Promotional Agent 9-12 Supplemental Questionnaire**

- \* 1. PROMAGT - Do you possess a bachelor's degree or higher in any major? If so, please attach a copy of your official college transcripts.
  - ☐ Yes
  - ☐ No
- \* 2. PROMAGT - Please select your level of experience.
  - ☐ None to one year of professional experience providing professional promotional agent services.
  - ☐ One to two years of professional experience providing professional promotional agent services.
  - ☐ Two to three years of professional experience providing professional promotional agent services.
  - ☐ At least three years of professional experience providing professional promotional agent services.
- \* 3. Do you possess, at a minimum, a bachelor's degree, with course work emphasis in marketing, international relations, communication, business, food industry management, or an agriculture related field? (TRANSCRIPTS MUST BE INCLUDED WITH THIS APPLICATION)
  - ☐ Yes    ☐ No

- \* 4. Select the response that best describes your job experience related to international marketing or an export related field:
  - ☐ No experience in the field as of yet
  - ☐ Three to twelve months experience in international marketing or an export related field
  - ☐ More than one years' experience in international marketing or an export related field
- \* 5. Do you have any experience in organizing events or participation in trade shows?
  - ☐ Yes   ☐ No
- \* 6. If you answered yes to the above question, please describe your experience in this area. Otherwise, indicate N/A.
- \* 7. Do you have foreign language skills?
  - ☐ No
  - ☐ Yes, Basic
  - ☐ Yes, Intermediate
  - ☐ Yes, Advanced
- \* 8. QOL-Will you now or in the future require visa sponsorship for employment with the State of Michigan? (Please reference the Employment Eligibility Verification USCIS Form I-9)
  - ☐ Yes
  - ☐ No
- \* 9. QOL-How did you hear about this job?
  - ☐ Department Employee or co-worker
  - ☐ Family or Friend
  - ☐ College Career Fair
  - ☐ State of Michigan Career Fair
  - ☐ Summer Youth Employment Participant
  - ☐ Civil Service Vacancy Site
  - ☐ Department Website/Facebook
  - ☐ Other
- \* Required Question