Job Class:  OAS Principal – Job Posting 31324  
Working Title:  Academic Affairs Assistant

Who May Apply:  Open all qualified job seekers  
Date Posted:  03/22/2019  
Closing Date:  04/02/2019  
Hiring Agency/Seniority Unit:  Minnesota State - System Office/AFSCME  
Division/Unit:  Academic & Student Affairs  
Appointment Type:  Unlimited, Full-time  
Work Shift/Work Hours:  Day Shift  
Days of Work:  M-F  
Travel Required:  Yes, occasionally for training and conferences  
Salary Range:  $19.57 - $26.41/hourly; $40,862 - $55,144/annually  
Classified Status:  Classified  
Bargaining Unit/Union:  206/AFSCME  
Work Area:  Minnesota State System Office  
FLSA Status:  Non-exempt  
Connect 700 Program Eligible:  Yes

Job Summary:

This position’s purpose is to provide executive administrative support to the Associate Vice Chancellor (AVC) for Academic Affairs. Also provides administrative support for committees, councils and activities under the AVC of Academic Affairs areas. Person also does minutes for Academic and Student Affairs Committee of the Board of Trustees. The person in this position helps ensure that units under the AVC of Academic Affairs function in an effective, professional manner in serving the Minnesota State campuses and the citizens of Minnesota.

Minimum Qualifications:

Resume must reflect all minimum qualifications. Please enter your experience in chronological order, including the month and year of employment.

- Accounting/Bookkeeping experience to manage budgets, paying invoices and creating purchase orders.
- Proficient in standard computer software programs for word processing, presentations, spreadsheets and data bases sufficient to create, modify and protect
them, as well as having content in the proper format and free of spelling or grammatical errors. This includes experience with accessibility checker software for Word, Power Point, and PDF.

- Business English skills sufficient to speak, read, write, prepare, and edit materials, using correct and error-free spelling, punctuation, grammar, and typing.
- Effective customer service/human relations skills sufficient to interact with others in a professional, respectful and efficient manner.
- Ability to analyze and make recommendations to management for new or revised administrative and program practices and procedures for smooth and efficient office operation.

**Preferred Qualifications:**

- Experience as an executive assistant or office manager supporting senior level or executive level managers.
- Knowledge of System and Board procedures and practices in order to take thorough, complete minutes of the Academic Affairs Committee meetings and other meetings as requested.
- Possess a high-level of technical expertise and knowledge in the specialized areas of program approval, transfer and other unit activities. This may include interpretation of policies and statues.

**Additional Requirements**

In accordance with the Minnesota State Colleges & Universities (Minnesota State) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to Minnesota State’s Vehicle use criteria and consent to Motor Vehicle Records check.

**Other Information:**

Employment information for this position can be found in its collective bargaining agreement or its plan document at [http://mn.gov/employee-relations/labor-relations/Labor](http://mn.gov/employee-relations/labor-relations/Labor).

**Why Work for Us**

At Minnesota State we promote the ability for our employees to move within the Minnesota State system of Colleges and Universities, located throughout the State of MN. To learn more, please visit: [Work at Minnesota State!](http://mn.gov/employee-relations/labor-relations/Labor)

At Minnesota State, we have a GREAT BENEFITS PACKAGE! Our generous benefits include 11 paid Holidays, Vacation Time, Sick Time, six weeks of Paid Parental Leave, low cost medical and dental insurance with low deductibles, a Pension Plan, 457(b) and 403(b) retirement plans and other retirement investment options, pre-tax medical and dental expense (with roll-over option) and dependent care accounts, employer paid life insurance, short and long term disability, as well as professional development and a tuition waiver.
program for employees and their dependents, etc. We promote the health and well-being of our employees and take work/life balance seriously.

**How to Apply**


Internal Applicants: Go to Self-Service/Careers.

**Contact**

If you have questions about the position, contact Jessica White at jessica.white@minnstate.edu or 651/201-1845.

**Equal Employment Opportunity**

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email careers@state.mn.us. Please indicate what assistance is needed.