Job Class: OAS Principal – Job Posting 46606
Working Title: Administrative Assistant of CTE

Who May Apply: Open to all qualified applicants
Date Posted: 6/15/2021
Closing Date: 6/28/2021
Hiring Agency/Seniority Unit: Minnesota State - System Office
Division/Unit: Academic and 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: $20.51 - $27.68/hourly; $42,824 - $57,795/annually
Classified Status: Classified
Bargaining Unit/Union: 206 – Clerical/AFSCME
Work Area: Minnesota State System Office
FLSA Status: Non-exempt
Connect 700 Program Eligible: No

Job Summary:

This position supports the Career Technical Education (CTE) unit, with limited supervision, through three primary areas: 1) disseminate and track financial processes specifically related to federal grant funds, 2) data information compilation, organization and reporting related to complex federal and other grant funds and, 3) preparation of communications, processes, and materials to support the dissemination of information to key stakeholders.

The primary function of this position is to support the CTE unit for communication and financial reporting using technology applications and specialized software, such as Microsoft Office Suite. Responsibilities include generating a variety of documents based on college and university data, fiscal management, and general federal reporting requirements. The individual in this position will communicate extensively with internal and external clients including Minnesota State college personnel, Minnesota Department of Education and Federal U.S. Department of Education staff.

This position will provide administrative support in management of the department’s budget.
This individual will work with the colleges and universities of Minnesota State to establish procedures to promote efficiency related to grant administration, including processes that interface with the system office finance and business offices other staff in Academic and Student Affairs and other state agencies.

About Minnesota State

Minnesota State is the largest single provider of higher education in the state. With 37 institutions, including 30 community and technical and seven state universities, Minnesota State serves 64 percent of the state’s undergraduate student population.

We employ more than 15,900 dedicated faculty and staff focused on student success. We provide essential training and specialized certification options for business, industry, and professionals throughout 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 in managing 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 numerical, financial, 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, financial, and/or program practices and procedures for smooth and efficient office operation.

Minnesota State is unable to sponsor applicants for work visas. All applicants must be legally authorized to work in the US.

Preferred Qualifications:

- Bachelor's degree
• Five (5) years working as an administrative assistant, office manager or similar occupation that included budget management.
• Experience with grant program administration, particularly at the federal level
• Experience researching content on reputable internet sites and creating reports of findings.
• Ability to analyze financial data and information for written reports or verbal presentations.
• Knowledge of Minnesota State or State of Minnesota agency policies and procedures.

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.

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!

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 ($35.04 per month single and $239.02 per month family) and dental insurance with low deductibles ($150 - $1500), a Pension Plan, 457(b) and 403(b) retirement plans and other retirement investment options, pre-tax medical and dental expense (with rollover 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

External Applicants: Go to the State of MN’s career site at http://www.mn.gov/careers.

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.