Job Class: OAS Principal – Job Posting 47795
Working Title: Administrative Coordinator

Who May Apply: Open to all qualified applicants
Date Posted: 8/4/2021
Closing Date: 8/18/2021
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: Yes

Job Summary:

The system office is currently telecommuting due to COVID-19 and is expected to return to the office on September 7, 2021.

This position manages Educational Innovations contracts and budget processes and supports the Senior System Director for Educational Innovations, two system directors, and seven professional staff members. With limited supervision, this position serves as liaison to councils and committees supported by the unit. In collaboration with the communications coordinator, this position supports unit events and registration processes for the Network for Educational Development (NED).

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.

The work location is in the heart of downtown St. Paul, right in the skyway system. Benefits include excellent low cost and low deductible health and dental insurance, retirement package, tuition waiver at Minnesota State institutions (after three years of employment) and flexible working hours.

**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.
- Ability to deal with highly confidential information.
- Demonstrated ability to work independently.

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 writing and executing department inter/intra agency agreements, professional services contracts, joint powers, and subscriber agreements.
• Experience with e-procurement and automated contracting and event registration processes.
• Ability to analyze financial data and research credible content for written reports or verbal presentations.
• Ability to manage multiple tasks/projects and deadlines simultaneously.
• 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](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://www.mn.gov/careers)

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 ($36.64 per month single and $250.00 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 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.

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.