Job Class: OAS Sr. – Job Posting 31336
Working Title: Human Resource Administrative Assistant

Who May Apply: Open to all qualified job seekers
Date Posted: 3/21/2019
Closing Date: 4/4/2019
Hiring Agency/Seniority Unit: Minnesota State - System Office/Commissioner's Plan
Division/Unit: HR Division
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: $18.05 - $24.42/hourly; $37,688 - $50,988/annually
Classified Status: Classified
Bargaining Unit/Union: 217 Commissioner’s Plan
FLSA Status: Non-exempt
Connect 700 Program Eligible: Yes

Job Summary:
This position performs comprehensive and complex administrative work for the Human Resources division to ensure the division runs effectively, efficiently, and stays within budget. Responsibilities include but are not limited to: maintaining HR division website and SharePoint pages, maintaining all HR division listservs and contact sheets; providing logistical support for electronic scheduling, room reservations and setting up food orders; making travel reservations, and related financial transactions for all functional areas of the HR division. The position must exercise a high level of confidentiality.

Minimum Qualifications:

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

- Three (3) years of experience as an administrative assistant.
- Accounting/bookkeeping skills sufficient to process financial transactions and assist in managing budgets and cost centers.
• Proficient in Microsoft products including Outlook, Word, Excel, PowerPoint, and SharePoint.
• 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.
• Ability to manage multiple tasks/projects and deadlines simultaneously.

**Preferred Qualifications:**

• Five (5) years of experience as an administrative assistant.
• Experience with database programs.
• Experience with general meeting and event planning.
• Experience in a fast-paced human resources office environment.
• Experience in website content maintenance.
• Advanced administrative, secretarial and clerical skills sufficient to apply principles and practices of office management in planning, organizing, and reviewing work and/or information.

**Physical Requirements:**

• Physical ability to do the following with or without accommodations:
  o work in a seated or standing position for extended periods of time
  o collect and deliver paperwork records, supplies and other items from one location to another
  o sort or assemble documents and other materials
  o use a keyboard to enter electronic data
  o move items weighing up to 25 pounds on a regular basis

**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!

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

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.