



**Job Class: Office & Administrative Specialist, Principal – Job Posting 71206**  
**Working Title: Executive Assistant**

**Who May Apply:** This posting is open all qualified job seekers.

**Date Posted:** 11/08/2023

**Closing Date:** 11/27/2023

**Hiring Agency/Seniority Unit:** Minnesota State - System Office

**Division/Unit:** Workforce and Economic Development & Center for Data Access and Analytics

**Appointment Type:** Unlimited, Full-time

**Work Shift/Work Hours:** Day Shift

**Days of Work:** Monday - Friday

**Travel Required:** No

**Salary Range:** \$21.55 - \$29.08/hourly; \$44,996 - \$60,719/annually

**Classified Status:** Classified

**Bargaining Unit/Union:** 217 - Confidential

**FLSA Status:** Nonexempt

[Connect 700 Program Eligible:](#) Yes

## **Job Summary**

Telework is available and negotiated at the time of hire.

The executive assistant provides executive-level assistance to support both the Minnesota State's divisions of Workforce and Economic Development as well as the Center for Data Access and Analytics. The position performs a variety of comprehensive and complex administrative work. The position is expected to coordinate communications and oversee office management details. The position must exercise a high level of professionalism and confidentiality.

Skills essential to the role include: Advanced decision making, communications, analytical, organizational, administrative, computer skills (Windows, Word, Excel, PowerPoint, SharePoint, and Outlook or similar programs), office management and interpersonal / human relations.

Specific duties include but are not limited to:

- Provide executive-level assistance to both the Executive Director of Workforce and Economic Development and the Executive Director of the Center for Data and Access Analytics:
  - Coordinate scheduling Workforce and Economic related activities as well as calendaring meetings for both Executives.
  - Coordinate purchasing, and expense reimbursements; monitor associated budgets
  - Serve as a resource to management team for labor relations information, as defined in M.S. 13.37, used in collective bargaining and maintain confidential files

Determine and implement procedures for improving best practice and operational efficiencies for both Workforce and Economic Development and the Center for Data and Access Analytics

- Plan and coordinate special research and investigative projects and / or assignments for both Executive Directors ensuring that agreed upon deliverables and deadlines are met.
- Serve as office communication liaison and prioritize and / or respond to internal and external constituents' issues and concerns as appropriate for both departments signature to ensure that relationships are established, coordinated, and maintained on behalf of the Minnesota State.

## Minimum Qualifications

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

- 2 years of executive assistant or experience as an office manager supporting a senior level position.
- Proficient in Microsoft Office Suite products including Outlook, Word, Excel, PowerPoint, etc., sufficient to schedule, compose, create, modify, and save calendars, memos, letters, documents, reports, charts, graphics, presentations, etc.
- Ability to effectively communicate in a professional manner internally and with external stakeholders, read, write, prepare, and edit materials, using correct and error-free spelling, punctuation, grammar, and typing.
- Advanced administrative, secretarial, and clerical skills sufficient to apply principles and practices of office management in planning, organizing, and reviewing work and/or information.

- Effective customer service/human relations skills sufficient to interact with diverse audiences in a professional, respectful, and efficient manner.
- Experience analyzing highly confidential data, select relevant information and integrate data into meaningful responses and reports.
- Ability to manage multiple tasks / projects simultaneously with a level of confidentiality.
- Ability to interact with multiple and diverse groups of people and a commitment to fostering a diverse working and learning environment.

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

## Preferred Qualifications

- Post secondary degree in Business Administration or related field.
- Experience in a professional and fast-paced office environment.
- Ability to analyze a variety of data, select relevant information and integrate data into meaningful responses and reports.

## Additional Requirements

The successful candidate must submit to a background investigation prior to employment.

The background check may consist of the following components:

- SEMA4 Records Check (applies to current and past employees only)
- Criminal History Check
- Employment Reference Check
- Social Security and Address Verification
- Education Verification

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 <https://www.minnstate.edu/system/working/relations.html>

## 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 our web page: [Working 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 (\$38.50 per month single and \$262.66 per month family) and dental insurance with low

deductibles (\$400 - \$800), 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

Shane Moore

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## 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 <mailto:careers@state.mn.us>. Please indicate what assistance is needed.

*Minnesota State is an affirmative action, equal opportunity employer, and educator.*