Job Class: Executive 2 (Job 50918)
Working Title: Board Office Coordinator

Who May Apply: Open all qualified job seekers
Date Posted: 12/03/2021
Closing Date: 12/16/2021
Hiring Agency/Seniority Unit: Minnesota State - System Office/Commissioner's Plan
Division/Unit: Minnesota State System Office / Board Office
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: $22.21 - $30.81/hourly; $46,374 - $64,331/annually
Classified Status: Classified
Bargaining Unit/Union: 217/ Commissioner's Plan
Work Area: Minnesota State System Office
FLSA Status: Non-exempt
Connect 700 Program Eligible: Yes

Job Summary:

This position provides executive level administrative support for the Board of Trustees Office and Chancellor's Office. This position is expected to coordinate and oversee office management details including communications, information for board members, coordination of projects and processes, scheduling, and meeting management. This position exercises considerable judgment and discretion, and must possess a high level of professionalism and confidentiality, as well as exceptional organization and time-management skills.

About Minnesota State

Minnesota State is the largest single provider of higher education in the state. With 37 institutions, including 30 community and technical colleges 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.

Minnesota State System Office is proud to be a Minnesota Yellow Ribbon agency.

**Minimum Qualifications:**

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

- Minimum of four years of administrative or office management experience
- Demonstrated experience with project management, process improvement, and event planning
- Demonstrated ability to work effectively with a team to accomplish stated goals
- Demonstrated ability to establish and maintain good working relationships
- Ability to plan and manage multiple and complex functions and operations and meet deadlines
- Ability to resolve routine and complex problems independently
- Ability to communicate effectively (oral/written)
- Ability to provide training and advice to other professionals
- Ability to maintain strict confidentiality
- Proficiency in Microsoft Office Suite products sufficient to work with calendars, documents, charts, graphs, presentations etc.

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 in Business Administration or related field
- Experience in website content maintenance
- Previous experience administering online software portals
- Previous experience/knowledge of Minnesota State, working with governing boards

**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 ($37.74 per month single and $257.50 per month family) and dental insurance with low deductibles ($250 - $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 Shawna Tienter at shawna.tienter@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.