



**Job Class: Executive 2 (Job 51760)**  
**Working Title: Exec. Assist. to Sr. Vice Chancellor of Academic and Student Affairs**

**Who May Apply:** Open all qualified job seekers

**Date Posted:** 1/4/22

**Closing Date:** 1/18/22

**Hiring Agency/Seniority Unit:** Minnesota State - System Office/Commissioner's Plan

**Division/Unit:** Minnesota State System Office / Academic & 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:** \$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

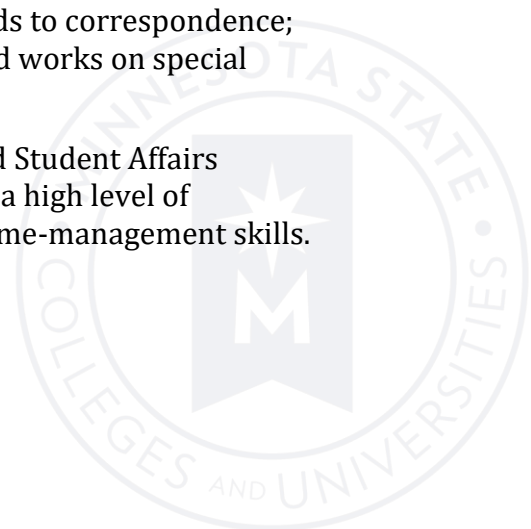
**FLSA Status:** Non-exempt

**[Connect 700 Program Eligible:](#)** Yes

**Job Summary:**

The Executive Assistant to the Sr. Vice Chancellor for Academic and Student Affairs serves the Sr. Vice Chancellor and the Academic and Student Affairs division by supporting and maintaining an efficient and effective office environment. This individual manages the information flow and coordinates communications and major projects for the Sr. Vice Chancellor's office by coordinating schedules with internal and external partners, managing the Sr. Vice Chancellor's calendar and overseeing a variety of office management details pertaining to the Sr. Vice Chancellor and the ASA divisions' work agendas. This individual also coordinates and provides appropriate materials and summaries of executive decision-making and meetings; forwards and/or responds to correspondence; makes arrangements for meetings, greets and welcome visitors and works on special assignments/projects as requested.

The Executive Assistant to the Sr. Vice Chancellor for Academic and Student Affairs exercises considerable judgment and discretion, and must possess a high level of confidentiality and trust, 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 14,800 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.**

- Five years of executive assistant or office manager experience supporting a senior level position.
- Demonstrated success in advancing equity and inclusive excellence
- Proficient in Microsoft Office Suite products including Outlook, Word, Excel, PowerPoint, Visio, etc., sufficient to schedule, compose, create, modify and save calendars, memos, letters, documents, reports, charts, graphics, presentations, etc.
- Business English skills sufficient to speak, 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 others in a professional, respectful and efficient manner.
- Accounting/bookkeeping skills sufficient to reconcile differences between invoices, receipts and purchase orders
- Ability to analyze a variety of data, select relevant information and integrate data into meaningful responses and reports.
- Ability to manage multiple tasks/projects and deadlines simultaneously.
- Ability to deal with highly confidential information.

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.
- Seven years of executive assistant or office manager experience.
- Experience in a fast-paced office environment

## 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 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 Shawna Tienter at [shawna.tienter@minnstate.edu](mailto: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](mailto:careers@state.mn.us). Please indicate what assistance is needed.