Job Class: OAS Principal – Job Posting #52362
Working Title: Administrative Assistant

Who May Apply: Open to all qualified applicants
Date Posted: 1/26/22
Closing Date: 2/9/22
Hiring Agency/Seniority Unit: Minnesota State - System Office
Division/Unit: ASA / Workforce and Economic Development
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: $21.02 - $28.37/hourly; $43,890 - $59,237/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:

This position provides direct administrative-level support and assistance to the Executive Director and Senior System Director for Workforce and Economic Development. This position assists the unit’s leadership and project managers, including staff working on the federal Perkins grant, with day-to-day operations, scheduling and planning meetings, and the formation, preparation, maintenance and distribution of materials and related follow up. The position manages office procedures including: cost center financial review, budgeting, and tracking; contract processes; customer service and related functions. The position utilizes technology applications in carrying out supportive role; and assists with the overall coordination of the Workforce and Economic Development unit with other the system office staff, including college and university presidents, senior academic and student affairs officers, deans, workforce administrators and other staff.

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 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.

**Minimum Qualifications:**

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

- At least 4 years’ experience as an executive assistant or office manager interacting with administrators/managers, staff and external constituents/customers.
- Experience monitoring expenditures, budget, purchases and invoices.
- Experience managing and organizing multiple projects.
- Demonstrated ability to work independently and anticipate business needs of managers and staff in an organization.
- Excellent oral and written communication skills – ability to proofread public communications.
- Proficiency in Microsoft Office products, including Word, Excel, PowerPoint and Adobe PDF.

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

**Preferred Qualifications:**

- Associates degree
- Experience managing web-based information and websites; updating web content using a content management system
- Experience in contract management and online systems for contracts, financial transactions, budgeting and reconciliation of accounts/funding.

**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


Internal Applicants: Go to Self-Service/Careers.

Contact

If you have questions about the position, contact Shawna Tienter at Shawna.tienter@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.