



Job Class: OAS Principal – Job Posting JR0000000478
Working Title: Administrative Assistant

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

Date Posted: 09/03/2024

Closing Date: 09/19/2024

Hiring Agency/Seniority Unit: Minnesota State - System Office

Division/Unit: Academic and Student Affairs

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: Monday – Friday, 8:00am – 4:30pm

Travel Required: No

Salary Range: \$23.76 - \$33.85/hourly; \$49,610 - \$70,678/annually

Classified Status: Classified

Bargaining Unit/Union: 206 – AFSCME

FLSA Status: Nonexempt

[Connect 700 Program Eligible:](#) Yes

Job Summary

Telework availability and negotiated at the time of hire.

This position serves as the administrative assistant to the Associate Vice Chancellor for Student Affairs and Enrollment Management (AVC) and provides administrative level support and assistance to the AVC and the other student affairs and enrollment management (SAEM) unit staff. This person serves as a professional representative of the AVC and the SAEM unit through positive relationships and customer service skills. The position assists with the overall management of activities including communication with other units within the academic and student affairs division, other divisions of the system office, cabinet leaders, academic and student affairs senior campus leaders, and campus student affairs and enrollment management staff. This position will need to develop an in-depth understanding of Minnesota State as well as the campus-level organizations of student affairs and enrollment management. This person will need to understand the functional area work that occurs within Student Affairs and Enrollment Management at the campus level that the SAEM unit supports. The position

coordinates meetings with a variety of stakeholders that include formation, preparation, maintenance and distribution of materials and related follow up. This position assists with student affairs and enrollment management day-to-day operations and identifies ways to maximize efficiency and production. This position manages all office procedures including accounting and budgeting, contract processes, project support/management, travel, procurement, customer service and related functions. Position utilizes technology applications to ensure strong communication with stakeholders and ensure efficiency in operations and strong communication. Through the support of this position, the Associate Vice Chancellor, system directors and directors can devote more time to planning, implementation, and maintenance of various priorities, new initiatives, and other requests.

Minimum Qualifications

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

- Accounting/Bookkeeping experience managing budgets, paying invoices and creating purchase orders.
- Proficient in standard computer software programs for word processing, presentations, spreadsheets, and data bases sufficient to create, modify and protect them, as well as having content in the proper format and free of spelling or grammatical errors. This includes experience with accessibility checker software for Word, Power Point, and PDF.
- 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 sufficient to interact with others in a professional, respectful, and efficient manner.
- Ability to analyze and make recommendations to management for new or revised administrative and program practices and procedures for smooth and efficient office operation.
- Database management skills sufficient to receive and review source documents, compare documents to source information for completeness and accuracy, enter and update correct data, create ad-hoc reports, queries, and export data.
- Spreadsheet skills sufficient to create and update spreadsheets, import data, generate charts and graphs.

Preferred Qualifications

- Bachelor's degree in business administration, communication, English or related field.
- 3 years of experience as an administrative assistant or office manager supporting senior managers.
- Experience in use of web content management tools like SharePoint to enter and correct webpage text, upload and modify images.
- Advanced skills using Microsoft Suite products including Outlook, Word, Excel, PowerPoint, etc. sufficient to compose, create, modify, and publish calendars, memos, letters, documents, reports, charts, graphics, presentations, etc.
- Ability to manage multiple tasks/projects and deadlines simultaneously.

- Ability to deal with highly confidential information.
- Demonstrated ability to work independently.

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)
- 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

Applicants not currently employed by Minnesota State can access the job posting and apply through: https://minnstate.wd1.myworkdayjobs.com/Minnesota_State_Careers/job/St-Paul/OAS-Principal---Administrative-Assistant_JR0000000478-1

Internal Applicants: All current Minnesota State employees will need to log in to [Workday](#) to apply for this position. Employee should search for “**Browse Jobs – Employee**” in Workday via the search bar at the top to view the opening.

Contact

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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.