



**Job Class: Office & Admin Special Senior – Job Posting JR0000000487**

## **Working Title: Administrative Assistant**

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

**Date Posted:** 09/09/2024

**Closing Date:** 10/09/2024

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

**Division/Unit:** Facilities and Finance

**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:** \$21.90 - \$29.65/hourly; \$45,727 - \$61,909/annually

**Classified Status:** Classified

**Bargaining Unit/Union:** 217 – Commissioner’s Plan - Confidential

**FLSA Status:** Nonexempt

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

### **Job Summary**

Telework availability and negotiated at the time of hire.

This position provides administrative support to the Associate Vice Chancellor for Facilities, the system directors, and the executive assistant of the Finance Division of Minnesota State so that the division's functions and responsibilities are conducted in an effective and efficient manner. The division units include Facilities, Financial Planning and Analysis, Financial Reporting, Procurement, and Tax Services.

Decision making, communication, organization, analytical, administrative, computer (Windows, Excel, PowerPoint, Word, and Outlook, plus web maintenance software), office management and interpersonal/human relations skills are essential. Resourcefulness as well as the ability to self-motivate and manage multiple projects simultaneously is critical.

## Minimum Qualifications

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

- A minimum of three (3) years' experience providing administrative support services to professional staff or similar experience
- Proficiency in word processing, spelling and grammar, enabling the ability to edit/proofread materials, compose, and independently process responses.
- Proficiency in a variety of software applications including, but not limited to, database management, word processing, graphics, spreadsheets, website CMS, and calendaring.
- Proficiency in the principles and practice of time management, planning, and organization.
- Familiarity with fiscal management strategies and basic procurement activities.
- Demonstrated capacity to engage in data verification and to accurately compile and maintain records.

## Preferred Qualifications

- Prior experience working in higher education or other public sectors.
- Diplomacy, discretion, patience, respect for co-workers and an interest in positive problem solving.
- Resourcefulness and a willingness to help out where needed.

## 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/Office---Admin-Special-Senior\\_JR0000000487](https://minnstate.wd1.myworkdayjobs.com/Minnesota_State_Careers/job/St-Paul/Office---Admin-Special-Senior_JR0000000487)

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

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.*