



Job Class: Office & Admin Specialist Sr. – Job Posting JR0000002418

Working Title: Administrative Coordinator

Who May Apply: Open to all qualified job seekers

Date Posted: 05/19/2025

Closing Date: 06/09/2025

Hiring Agency/Seniority Unit: Minnesota State - System Office

Division/Unit: NextGen Student

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: Monday - Friday

Travel Required: No

Salary Range: \$21.90 – \$29.65/hourly; \$45,727 - \$61,909/annually

Classified Status: Classified

Bargaining Unit/Union: 206: American Federation of State, County, & Municipal Employees (AFSCME)

FLSA Status: Nonexempt

[Connect 700 Program Eligible](#): Yes

Job Summary

Telework availability and options will be negotiated at time of hire.

Under general supervisor the Administrative Coordinator manages NextGen Student contracts and budget processes and supports the NextGen Student Project Team. This position ensures the project meets community expectations and maintains operations by providing high-level administrative and office management to support this large NextGen project including budgeting, accounting, contracts, communications, purchasing, operations, inquires, technology, and project management. This position will oversee administrative support functions to ensure efficient and effective operations.

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 in managing budgets, paying invoices, and creating purchase orders.
- Proficiency in standard computer software programs for word processing, presentations, spreadsheets, and databases sufficient to create, modify and protect them, as well as having content in the proper format and free of numerical, financial, 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, financial, and/or program practices and procedures for smooth and efficient office operation.
- Ability to deal with highly confidential information.
- Demonstrated ability to work independently.

Preferred Qualifications

- Bachelor's degree
- Five (5) years working as an administrative assistant, office manager or similar occupation that included budget management and meeting or event logistics.
- Experience writing and executing department inter/intra agency agreements, professional services contracts, and subscriber agreements.
- Experience with e-procurement and automated contracting and event registration processes.
- Ability to analyze financial data and research credible content for written reports or verbal presentations.
- Ability to manage multiple tasks/projects and deadlines simultaneously.
- Knowledge of Minnesota State or State of Minnesota agency policies and procedures.

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

External Applicants:

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-Specialist-Sr---Administrative-Coordinator_JR0000002418

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.