

Job Title: Administrative Assistant to Associate Dean

State Job Classification: Office and Administrative Specialist Intermediate

M State Location: Wadena Campus

- Responsibilities:**
- Execute the M State Service Commitment and Service Standards, on a daily basis, to ensure all stakeholders have a positive service experience.
 - Provide administrative support in the areas of curriculum and instruction.
 - Provide administrative support to the Associate Dean of Academic and Student Affairs.
 - Provide administrative support in the area of general academic administration.
 - Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner. Must be able to travel to meetings.

- Required Qualifications:**
- Customer service skills sufficient to actively listen to and understand customer needs and provide accurate information and appropriate alternatives in a timely, thorough, courteous, respectful, and professional manner.
 - English proficiency sufficient to fluently speak, read, understand, and respond to a variety of written and oral communications.
 - Math skills sufficient to calculate salary, FTE, and other academic reconciliation data such as, but not limited to: calculation of percentages, ability to solve simple algebraic formulae, etc.
 - Skills in word processing sufficient to perform keyboarding and data entry tasks with speed and accuracy
 - Skills in using spreadsheet software (e.g. Excel) to enter, compile, store, and retrieve data in a variety of reports.
 - Lead work skills (e.g. the experience, organizational and/or personal skills necessary to perform hiring, assigning work, directing, scheduling, vacation/sick leave approval, and/or manage an office).
 - Possession of valid driver's license for travel to other campuses.

- Preferred Qualifications:**
- Associate degree in administrative support or equivalent preferred.
 - Minimum of five years of progressively responsible work experience in administrative support preferred.
 - Substantial knowledge of office management principles and practices, sufficient to identify and address problems, plan and

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organize multiple assigned projects, and work efficiently, decisively, and professionally with all work assignments.

- Personal and professional integrity and ethics (i.e. maintenance of confidentiality).
- Technologically competent in using hardware and software applications sufficient to prepare complete charts, graphs, tables, etc.
- Broad knowledge of the documentation methods used in curriculum development and modification.
- Ability to establish and maintain productive, positive and professional working relationships with both internal and external customers of the college.
- Broad understanding of the mission, purpose and vision of the College.
- Knowledge about the documentation methods related to student records.

Work Days/Hours: Monday – Friday; 20 hours per week
Mutually agreeable work schedule between the hours 8:00 AM to 4:30 PM will be determined with supervisor

Salary Range: \$16.85 - \$22.34 per hour

Benefits: A comprehensive benefit package offered by the State of Minnesota, Minnesota State Colleges and Universities, and the bargaining unit contract of the position. Benefits include:

- Holidays, vacation and sick leave
- Retirement
- Medical and dental insurance
- Life insurance
- Accidental Death and Dismemberment
- Disability insurance
- Medical/Dental Expense Account
- Dependent Care Expense Account
- Health Reimbursement Account (eligibility based on bargaining unit contract)
- Tuition Waiver (eligibility based on bargaining unit contract)

APPLICATION DEADLINE: **July 19, 2019 – 11:59 PM**

How to Apply: Go to <http://www.mn.gov/careers>
Search for **Job Opening ID#33999**.
Click “Apply” at the bottom of the Job Posting page.
If you are unable to apply online, please contact the job information line at 651.259.3637.

For more information, contact: Sandi Smith.....218.846.3869
Sandi.Smith@minnesota.edu

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NOTICE: *In accordance with the Minnesota State Colleges and Universities (MinnState) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle, shall be required to conform to MinnState's vehicle use criteria and consent to a Motor Vehicle Records check.*

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