Job Title: Campus Administrative Support

State Job Classification: Office & Administrative Specialist Intermediate

M State Location: Fergus Falls Campus

Responsibilities:
▪ Execute the M State Service Commitment and Service Standards, on a daily basis, to ensure all stakeholders have a positive service experience.
▪ Operate Campus Store.
▪ Coordinate and distribute media releases for theatre and music productions and visual art events.
▪ Maintain athletic related web pages including but not limited to schedules, rosters, game summaries, awards, and player of the week.
▪ Provide campus administrative support services.
▪ Provide lead work for work study students as needed; 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.

Position 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 sufficient to speak, write, prepare, edit materials (spelling, punctuation, and grammar), to ensure the accuracy and completeness of oral communication and written materials.
▪ Math sufficient to maintain complete and accurate financial records; balance and resolve discrepancies.
▪ Accounting/Budgeting/Expense skills to accurately track and record budgets to ensure accurate record budget transactions, payment of all invoices, expense vouchers, and supply and equipment orders.
▪ Typing/Keyboarding (40 wpm) sufficient to produce legal documents, letters, and reports.
▪ Data Entry Performance skills sufficient to accurately enter data into spreadsheets and databases.
▪ Word Processing sufficient to quickly and accurately business letters, memos, transcripts, reports, using proper business grammar, spelling, and usage.
▪ Spreadsheets sufficient to maintain data and produce monthly reports.
▪ Desktop Publishing skills sufficient to create program brochures and materials for campus events.
▪ Database Management skills sufficient to develop and correctly enter information in a database and to produce ad-hoc queries and develop reports for management use.
Physical Demands:  ▪ Sitting for long periods of time in front of a computer, some standing for extended periods of time, and light lifting of supplies and materials.

Preferred Qualifications:  ▪ Manage, motivate, and if necessary, terminate work-study students and volunteers.  
▪ Well-versed in office operation procedures.  
▪ Ability to communicate and work as a team with many different work styles and personalities.  
▪ Knowledge of specialized software and technical terminology.  
▪ Advanced Word Processing, Desktop Publishing, and Database Management skills.  
▪ Organizational skills and the ability to prioritize workload.  
▪ Knowledgeable of the college and events that occur on campus when working with students and the general public.  
▪ Continuing education through college courses, seminars and workshops are necessary to maintain overall skills.

Work Days/Hours:  August – May:  
Monday - Friday | 8:00 AM – 4:30 PM

June - July:  
Monday – Thursday | 9:00AM – 3:30 PM

Salary Range:  $17.66 - $23.41 per hour  
$36,874 - $48,880/annually

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:  OCTOBER 2, 2020 – 11:59 PM

How to Apply:  Go to  http://www.mn.gov/careers  
Search for  Job Opening ID#41848.  
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

If you need accommodations to take part in the application process, please contact Human Resources at (218) 736-1512. For more information regarding M State, refer to our website at: http://www.minnesota.edu.

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