

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.

Detroit Lakes
900 Highway 34 E.
Detroit Lakes, MN 56501
218.846.3794 fax

Fergus Falls
1414 College Way
Fergus Falls, MN 56537
218.736.1510 fax

Moorhead
1900 28th Ave. S.
Moorhead, MN 56560
218.299.6810 fax

Wadena
405 Colfax Ave. SW
Wadena, MN 56482
218.631.7901 fax

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.

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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.*

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