Job Title: Administrative Assistant

State Job Classification: Office & Administrative Specialist Intermediate

M State Location: Moorhead Campus

Responsibilities:
▪ Execute the M State Service Commitment and Service Standards on a daily basis, to ensure all stakeholders have a positive service experience.
▪ Manage department/program scheduling and workload management.
▪ Provide administrative support to the Academic Dean.
▪ Serve as office manager for a large, complex unit.
▪ Lead worker responsibilities.
▪ 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.

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.
▪ Proficiency with advanced features of Microsoft Office Suite (Word, PowerPoint, Access and Excel)
▪ 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.
▪ Typing/Keyboarding (50 wpm) sufficient to produce documents, letters, and reports
▪ English proficiency sufficient to fluently speak, read, understand, and respond to a variety of written and oral communications.
▪ Word processing sufficient to quickly and accurately produce business letters, memos, transcripts and reports with proper business grammar and spelling.
▪ Desktop publishing skills sufficient to recommend and produce final publication design and layouts.
▪ Database management skills sufficient to develop and correctly enter information in a database, produce queries and develop reports for management use.
▪ Accounting/Budgeting/Expense skills to accurately track and record budgets to ensure accurate record of budget transactions, payment of all invoices, expense vouchers, and supply and equipment orders.
▪ 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.
- Development of administrative and programmatic procedures.
- A valid driver’s license for travel to other campuses.

Preferred Qualifications:
- Associate degree in administrative support or equivalent.
- Minimum of five years of progressively responsible work experience in administrative support preferred, or three years’ experience as an administrative assistant in an academic setting.
- Personal and professional integrity and ethics (i.e. maintenance of confidentiality).
- Ability to establish and maintain productive, positive and professional working relationships with both internal and external customers of the college.
- Meeting and event planning experience.
- Experience in ISRS.
- Experience and/or ability to prepare schedules in collaboration with academic deans and faculty.
- Demonstrated high skill level of the principles and practices of project management.
- Extensive knowledge of college policies and procedures and inter-relationships of all units of the college and Minnesota State offices to facilitate the tasks and anticipate potential conflicts of the academic and student services administration areas of the college.
- Extensive knowledge of a complex instructional scheduling environment.
- Ability to create and enforce deadlines to ensure desired results.
- Principles and practices of office management sufficient to plan, assign, and review the work of other staff.
- Office practices and equipment sufficient to develop and improve work procedures and forms.
- Proficient with Qualtrics, Adobe, and Microsoft Office to create, format, edit, print and save a variety of documents, including letters, spreadsheets, and tables using special math symbols.
- Ability to perform administrative support work for expense and budget administration of the unit.
- Ability to analyze a variety of data, select relevant information, and integrate data into meaningful responses and reports.
- Ability to research a variety of topics and summarize information into clear and concise correspondence and reports.
- Ability to establish and maintain complex record systems based on substantial program knowledge.
- Broad understanding of the mission, purpose, and vision of the College.

Work Days/Hours: Monday – Friday | 8:00 AM to 4:30 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: JUNE 18, 2021

How to Apply: Go to http://www.mn.gov/careers
Search for Job Opening ID#46374.
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.