

**Job Title: Administrative Assistant**

**State Job Classification:** Office and Administrative Specialist Intermediate

**M State Location:** Detroit Lakes Campus

- Responsibilities:**
- Execute the M State Service Commitment and Service Standards, on a daily basis, to ensure all stakeholders have a positive service experience.
  - Department/program scheduling and workload management.
  - Provide administrative support to the Academic Dean.
  - Serve as office manager for a large, complex unit.
  - Train and provide work direction and technical assistance, as needed, to other employees to improve and maintain performance levels.
  - 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,

**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 28<sup>th</sup> Ave. S.  
Moorhead, MN 56560  
218.299.6810 fax

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

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

**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 28<sup>th</sup> Ave. S.  
Moorhead, MN 56560  
218.299.6810 fax

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

**Salary Range:** \$18.10 - \$24.00 per hour (\$37,793 - \$50,112 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: January 14, 2022**

**How to Apply:** Go to <http://www.mn.gov/careers>  
Search for **Job Opening ID#51473**.  
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](mailto: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: <https://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.*

**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 28<sup>th</sup> Ave. S.  
Moorhead, MN 56560  
218.299.6810 fax

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