

Job Title: Campus Store Coordinator

State Job Classification: Customer Service Specialist Intermediate

M State Location: Fergus Falls Campus

Position Purpose: Under limited supervision, performs para-professional work coordinating a campus store such functional areas as budgeting, bookkeeping, inventory control, purchasing of items for all campus stores, display, office procedures, and direction of part-time student help; performs related work as required. Collection and deposit of college moneys, data entry under the student information system.

Provide support for Business Services functions for the Fergus Falls campus and college wide. The position will accurately provide backup support the process for student payroll, employee business expense, payroll clearing reconciliation and college-wide parking charges. In addition, this position performs a variety of work supporting customer service and administrative services to the Business Services Division.

- Responsibilities:**
- On a daily basis, live the mission, vision and values of M State to ensure a positive experience for all students and stakeholders. Service to M State students and stakeholders is a core component of the position and work responsibilities.
 - Coordinate campus store operations and support the college bookstore.
 - Provide support for Fulfillment Center and Business Services.
 - Support for campus and college operations.

- Minimum 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.
 - Understanding of budget terminology and principles sufficient to assist in preparing a grant or department budget.
 - Mathematics skills sufficient to compute figures and check or reconcile data.
 - Spreadsheets sufficient to create and maintain data and produce monthly reports. Data base management skills sufficient to develop and correctly enter information in a database to produce ad-hoc queries and reports.
 - Valid driver's license and ability to travel.
 - Physical Demands (sitting and standing for extended periods

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

of time and able to lift and pull up to 30 lbs.)

- Preferred Qualifications:**
- Two years of post-secondary education or a two-year diploma in accounting.
 - Retail marketing and merchandising techniques sufficient to display and sell college and campus store and bookstore merchandise.
 - Experience working with a retail Point of Sale System that includes cash and credit card acceptance, inventory control, and detailed sales functionality.
 - Minimum of three years related work experience.
 - Knowledge and skills in bookkeeping, computers, applicable software, and calculators.
 - Knowledge of college, agency, federal and state policies, and procedures.
 - Statewide accounting system experience sufficient to compile, analyze, and interpret data.
 - Ability to work under pressure and prioritize job responsibilities to meet deadlines.
 - Proficient in oral, written, and electronic communications.
 - Strong organizational skills in order to handle the high volume of paperwork.
 - Ability to organize and prioritize duties.
 - Able to develop a collaborative and professional relationship with college personnel and customers.

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

Salary Range: \$18.55 - \$24.60 per hour
\$38,732 - \$51,365 annually

Benefits: Our benefits aim to balance four key elements that make life and work meaningful: health and wellness, financial well-being, professional development, and work/life harmony. As an employee, your benefits may include:

- Public pension plan
- Training and professional development
- Paid vacation and sick leave
- 11 paid holidays each year
- Paid parental leave
- Low-cost medical and dental coverage
- Prescription drug coverage
- Vision coverage
- Wellness programs and resources
- Employer paid life insurance
- Short-term and long-term disability
- Health care spending and savings accounts
- Dependent care spending account
- Tax-deferred compensation

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- Employee Assistance Program (EAP)
- Tuition reimbursement
- [Federal Public Service Student Loan Forgiveness Program](#)

APPLICATION DEADLINE: March 27, 2023

- How to Apply:** Go to <https://mn.gov/mmb/careers>
- Search for **Job Opening ID#63940**.
 - Select "Apply for Job" at the top of the page.
 - If you have questions about applying for jobs, contact the job information line at 651-259-3637.
 - For additional information about the application process, go to <https://mn.gov/mmb/careers>.

- Application Must Include:**
- Cover letter
 - Resume
 - Names and contact information of 3 professional references

For more information, Kayla Evenson.....218.299.6870
contact: kayla.evenson@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 Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle, shall be required to conform to Minnesota State's vehicle use criteria and consent to a Motor Vehicle Records check.*

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