Job Title: Administrative Assistant

State Job Classification: Office & Administrative Specialist Intermediate

M State Location: Detroit Lakes or Moorhead Campus

Position Purpose: This position exists to provide administrative support to the Executive Director of Workforce Development Solutions (WDS), Director of Business & Industry, Manufacturing and Technical Product Director, instructors/coordinators, facilitators, and sub-contractors. This position oversees the daily office operations, promotes hour-based and corporate credit training, records student registration, provides record keeping, assists in managing accounts receivable and payable, and coordinates communication between the customer and department staff. The employee works in collaboration with, and is, an integral member of the Workforce Development Solutions team. This employee maintains a client sensitive, product driven, quality focused, revenue based orientation at all times.

The values that guide our work include access and opportunity, equity, inclusion, belonging, cultural competence, culturally responsive pedagogy & service, and community engagement. Our educational environments are culturally relevant, responsive, and innovative to the students we serve. Our students are assets, we affirm their identities and lived experiences, and provide spaces that are emotionally safe and reflect who students are.

Responsibilities:

▪ On a daily basis, live the mission and vision of M State to ensure a positive experience for all students and stakeholders. Service to M State students and stakeholders is core component of the position and work responsibilities.
▪ Enter and maintain class scheduling, participant registration and issue certificate of attendance for MFG product area, credit & hour-base courses.
▪ Coordinate administrative and staff functions for contract training.
▪ Support for campus and college operations.
▪ Business office liaison.
▪ Maintain accurate record keeping.
▪ 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.
▪ English sufficient to fluently speak, write, read, understand and be understood in responding to a variety of written and oral communications, questions, detailed instructions and procedures.
▪ 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.
▪ Knowledge of business mathematics and procedures for manipulating data.
▪ Typing/keyboarding (50 wpm) sufficient to produce legal documents, letters, and reports.
▪ Word Processing sufficient to quickly and accurately enter data into spreadsheets and databases.
▪ Data base management skills sufficient to develop and correctly enter information in a database.
▪ Desktop Publishing skills sufficient to create program brochures and basic to mid-level marketing materials for products and services.
▪ Spreadsheets sufficient to maintain data and produce monthly reports.
▪ Possess a valid driver’s license and be able to drive within an identified region.
▪ Physical Demands (sitting for extended periods of time, occasional lifting of up to 50 lbs.)

Preferred Qualifications:
▪ Exemplary organizational skills
▪ Interpersonal skills, secretarial skills, computer skills,
▪ Ability to work without supervision,
▪ Possess excellent multi-tasking abilities,
▪ Ability to deal with many interruptions during the work day
▪ Ability to maintain strict confidentiality.
▪ Technical knowledge is important in order to respond to inquiries from clients.
▪ Familiar enough with products and services to be able answer initial client questions.
▪ Assist in setting up training initiatives, recommend educational opportunities to potential students/clients, advising in areas of expertise of potential instructors/consultants, etc.
▪ Leadership and human relation skills are vital when working as a self-directed work team member and when working with staff, student, clients, etc.
▪ Ability to manage time and to keep a steady flow of office responsibilities without direct supervision.

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

APPLICATION DEADLINE: July 21, 2023

How to Apply: Go to [https://mn.gov/mmb/careers](https://mn.gov/mmb/careers).

- Search for Job Opening ID#67362.
- 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](https://mn.gov/mmb/careers).

Application Must Include:

- Cover letter
- Resume
- Names and contact information of 3 professional references

For more information, contact: Becky McMahan...........218.299.6533 becky.mcmahan@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](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.