Job Title: Human Resources Associate  
State Job Classification: Human Resources Technician 1  

M State Location: Moorhead Campus  

Position Purpose: This position exists to provide human resources services, including but not limited to recruitment and selection of classified staff, workforce reporting and processes and benefits administration for M State staff.

The position serves as resource to the management team for labor relations information, as defined in M.S. 13.37, used in collective bargaining. Maintain access to documents/data containing labor relations information as defined by M.S. 13.37.

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.
- Job Posting and Search Process Work
  ‣ Prepare and distribute vacancy posting notices to campus locations
  ‣ Enter job postings into applicant tracking systems
  ‣ Serve as primary contact and answer questions from the public, Human Resources, and other employees, regarding staff job postings.
- Support for campus and college operations
- Workforce Reporting and Processes
  ‣ Manage and coordinate, with the HR service center, the efficient processing of all personnel/payroll transactions in SCUPPS, HR Campus, and SEMA4 and to ensure staff assignments follow policies, procedures and contract guidelines.
  ‣ Maintain current knowledge, skills & abilities in Minnesota State unique transaction processing requirements.
  ‣ Assist supervisors in the editing of positions descriptions.
- Benefits Administration
  ‣ Serve as DDIR (Designated Department Insurance Representative) and college resource for the state insurance and retirement programs.
  ‣ Perform new-employee orientations, answer benefit-related questions, and assist in processing information related to new employee enrollment, dependent changes and open enrollment.

Position Qualifications:
- High school diploma or equivalent and three (3) years of administrative support experience.
- Strong customer service and human relations skills sufficient to interact with courtesy, respect, and professionalism with individuals of varying educational levels and diverse
backgrounds to create a positive impression and experience working with the Human Resources office.  

▪ Communication skills, both verbal and written, that reflect adequate response, tact and accurate information with attention to sensitivity, diplomacy and confidentiality.  
▪ Proficiency using Microsoft Office (Outlook, Word, Excel, PowerPoint) or like software;  
▪ Demonstrated ability to learn new computer software systems and office processes.  
▪ Basic math skills sufficient to add, subtract, multiply, divide and calculate percentages and averages.  
▪ Strong attention to detail and the ability to refocus and concentrate on complicated issues with accuracy, in a fast-paced environment with frequent interruptions.

Preferred Qualifications:  
▪ Associates degree or higher in office management, HR or related area  
▪ Previous experience in Human Resources  
▪ Basic knowledge of human resource management information systems and applicant tracking systems;  
▪ Basic knowledge of Federal and Minnesota employment laws;  
▪ Basic understanding of the Minnesota Data Practices Act sufficient to describe the differences in public and private information.  
▪ Strong organizational and time management skills;  
▪ Experience in handling confidential and sensitive information with utmost discretion.  
▪ Ability and commitment to collaborate and develop effective relationships with people from diverse backgrounds and at different levels in the college;  
▪ Initiative, flexibility, and adaptability to adjust to changing work.  
▪ A general knowledge and understanding of higher education processes.

Work Days/Hours:  Monday – Friday – 8:00 AM – 4:30 PM  
Salary Range:  $21.05 - $29.65 per hour ($43,952 - $61,909 yearly)  
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, dental and vision insurance  
▪ Life insurance  
▪ Accidental Death and Dismemberment  
▪ Disability insurance  
▪ Medical/Dental Expense Account
APPLICATION DEADLINE: March 25, 2024

How to Apply: Go to [http://www.mn.gov/careers](http://www.mn.gov/careers) Search for Job Opening ID#74471. 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: Heidi Balgaard........218.736.1513
heidi.balgaard@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.