JOB POSTING

TO: All current Office & Admin Specialist Intermediate Employees

FROM: Dacia Johnson
Vice President of Human Resources

DATE: May 24, 2024

SUBJECT: Job Posting: AFSCME Position [Part-time Unlimited]-30 hrs/week
Classification: Office & Admin Specialist Intermediate
Working Title: Administrative Assistant to the Fergus Area College Foundation
Work Location: Fergus Falls Campus

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.
- Provide administrative assistance to the Executive Director of the Fergus Area College Foundation, as assigned by the Director.
- Assist with departmental fiscal monitoring.
- Assist with Foundation donor management.
- Serve as liaison between the Foundation Office/Executive Director, students and alumni requesting scholarship information and emergency grant assistance.
- Assist with the daily monitoring and content of social media platforms and coordinate campus communications pertaining to the Fergus Area College Foundation.
- Other duties as assigned; occasionally work late afternoon or evening for specific event or meeting.

Position Qualifications:
- Ability to implement administrative support practices and procedures;
- Ability to communicate with internal and external stakeholders in a variety of formats;
- Knowledge of standard computer software programs for word processing, spreadsheets, and databases, sufficient to create, modify, and protect files;
- Ability to understand and apply oral and written instructions

Preferred Qualifications:
- Associate degree;
- Two (2) year’s administrative work experience;
- Experience working with a 501(c)(3) non-profit organization;
- Knowledge of fundraising and IRS laws and regulations regarding gift administration;
- Experience with donor, financial and/or scholarship software, such as QuickBooks;
- High level of attention to detail, accuracy, able to execute work thoroughly and meticulously.

Physical Requirements:
- Maintain a stationary position for long periods of time;
- Moving light supplies and materials;
Incumbent must maintain a valid driver’s license and insurance OR have reliable transportation.

**Date of Employment:** To be determined

**Days and Hours:**
- Days: TBD
- Hours: 30 hrs/week

**Salary Range:**
- $19.57 - $25.95 per hour
- $40,862 - $54,184 annually

**How to Apply:**
Go to [http://www.mn.gov/careers](http://www.mn.gov/careers) Search for **Job Opening ID#76109**. 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 (MinnState) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle, shall be required to conform to MinnState’s vehicle use criteria and consent to a Motor Vehicle Records check.