



MINNESOTA STATE

Human Resources

Your HR team for the system office

Job Class: OAS Prin. – Job Posting 27812 Working Title: Executive Admin. Assist to Board of Trustees

Who May Apply: Open all qualified job seekers

Date Posted: 10/26/2018

Closing Date: 11/5/2018

Hiring Agency/Seniority Unit: Minnesota State - System Office/Commissioner's Plan

Division/Unit: Board of Trustees

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: M-F

Travel Required: Yes, occasionally for training and conferences

Salary Range: \$19.57 - \$26.41/hourly; \$40,862 - \$55,144/annually

Classified Status: Classified

Bargaining Unit/Union: 217/Commissioner's Plan

FLSA Status: Non-exempt

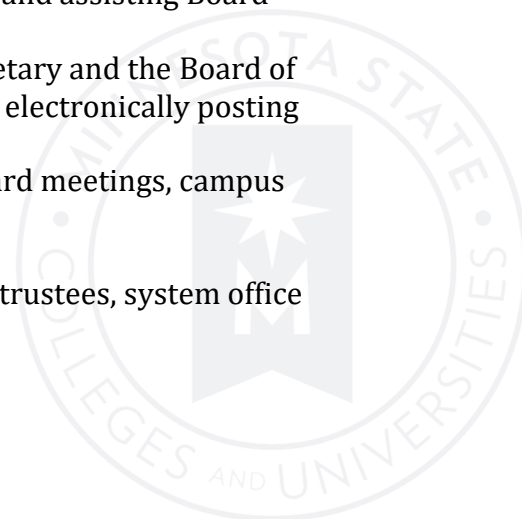
[Connect 700 Program Eligible:](#) Yes

Job Summary:

Join us in meeting the personal and career goals of learners throughout our state while enhancing the quality of life for all Minnesotans!

We are seeking a candidate to provide executive-level administrative support to the board secretary and the 15-member Board of Trustees for Minnesota State Colleges and Universities. Duties include:

- Act as the first point of contact for the office, welcoming and assisting Board members and other visitors
- Coordinate communications on behalf of the board secretary and the Board of Trustees including compiling, creating, distributing, and electronically posting board meeting materials
- Coordinate trustees' in-state and out-state travel for board meetings, campus events, and national higher education conferences
- Purchase and monitor expenses for the office
- Follow up on requests for information or research from trustees, system office colleagues, and college and university staff



- Act in the absence of the board secretary to carry out the functions of the Board Office.

Minimum Qualifications:

Resume must reflect all minimum qualifications. Please enter your experience in chronological order, including the month and year of employment.

- Experience providing administrative support services to upper level executives and/or senior leaders/managers
- Customer services skills sufficient to listen to and understand needs and provide accurate information and assistance in a timely, thorough, courteous, respectful, and professional manner in person, over the phone and in writing
- Word processing skills, such as Microsoft Word, sufficient to type and format letters, memos, and reports; consolidate materials; create minutes of meetings; create and use templates, mail-merge and tables features
- Desktop publishing skills sufficient to update and post web page content
- Spreadsheet skills, such as Microsoft Excel, sufficient to track and reconcile data, use formulas to track percentages and averages, and create charts and graphs
- Database management skills, such as Microsoft Access, sufficient to develop and accurately enter information into a database and produce ad-hoc queries and reports for management's use
- Math (arithmetic) skills sufficient to add, subtract, multiply and divide whole numbers, fractions, decimals; calculate percentages; and use simple formulas
- Bookkeeping/accounting skills sufficient to create purchase orders, monitor office inventory and expenses, estimate needs based on historical data and events, reconcile differences between invoices, receipts and purchase orders, and maintain accurate budget records and reports
- Organizational skills sufficient to manage multiple projects simultaneously, delivering results and meeting deadlines.
- Ability to coordinate meeting arrangements, schedule rooms, order refreshments, complete conference registrations and make travel arrangements
- Ability to develop and implement administrative office procedures and service standards
- Ability to protect sensitive information and maintain the privacy of all personal and/or protected data

Preferred Qualifications:

- Bachelor's degree in English, communications, or related field
- Demonstrated ability in working with diverse populations
- Higher education industry experience
- Knowledge of Minnesota State institutions and systemwide board policies and procedures

Additional Requirements

In accordance with the Minnesota State Colleges & Universities (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 Motor Vehicle Records check.

Other Information:

Employment information for this position can be found in its collective bargaining agreement or its plan document at <http://mn.gov/employee-relations/labor-relations/Labor>.

Why Work for Us

At Minnesota State we promote the ability for our employees to move within the Minnesota State system of Colleges and Universities, located throughout the State of MN. To learn more, please visit: [Work at Minnesota State!](#)

At Minnesota State, we have a GREAT BENEFITS PACKAGE! Our generous benefits include 11 paid Holidays, Vacation Time, Sick Time, six weeks of Paid Parental Leave, low cost medical and dental insurance with low deductibles, a Pension Plan, 457(b) and 403(b) retirement plans and other retirement investment options, pre-tax medical and dental expense (with roll-over option) and dependent care accounts, employer paid life insurance, short and long term disability, as well as professional development and a tuition waiver program for employees and their dependents, etc. We promote the health and well-being of our employees and take work/life balance seriously.

How to Apply

External Applicants: Go to the State of MN's career site at <http://www.mn.gov/careers>.

Internal Applicants: Go to Self-Service/Careers.

Contact

If you have questions about the position, contact Jessica White at jessica.white@minnstate.edu or 651/201-1845.

Equal Employment Opportunity

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability,

protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email careers@state.mn.us. Please indicate what assistance is needed.