



# MINNESOTA STATE

Human Resources

Your HR team for the system office

## Job Class: OAS Sr. – Job Posting 26741 Working Title: Senior Administrative Assistant

**Who May Apply:** Open to all qualified job seekers

**Date Posted:** 9/14/2018

**Closing Date:** 9/24/2018

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

**Division/Unit:** Finance

**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:** \$18.05 - \$24.42/hourly; \$37,688 - \$50,988/annually

**Classified Status:** Classified

**Bargaining Unit/Union:** 217 Commissioner's Plan

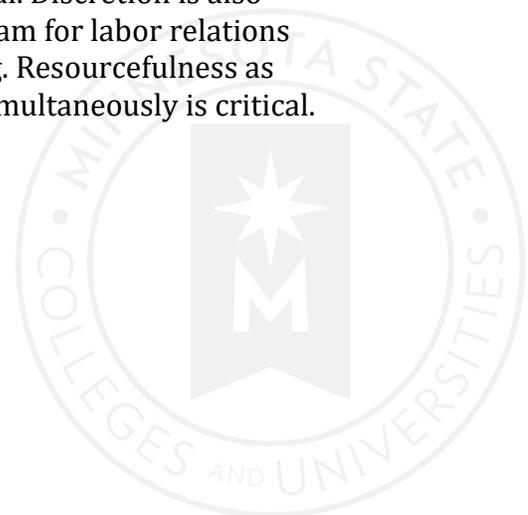
**FLSA Status:** Non-exempt

**Connect 700 Program Eligible:** Yes

### Job Summary:

This position provides administrative services to the professional staff of the Finance units within the Finance division so the office functions and responsibilities are conducted in an effective and efficient manner. These units include Financial Planning and Analysis, Financial Reporting, Business Office, Loans Processing and Tax Services.

Decision making, communication, organization, analytical, administrative, computer (Windows, Excel, PowerPoint, Word, and Outlook, plus web maintenance software), office management and interpersonal/human relations skills are essential. Discretion is also essential, as this position serves as resource to the management team for labor relations information (as defined in M.S. 13.37) used in collective bargaining. Resourcefulness as well as the ability to self-motivate and manage multiple projects simultaneously is critical.



## **Minimum Qualifications:**

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

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

- Three (3) years professional experience in providing administrative support services to professional staff or related experience. An associate's degree from an accredited higher education institution may substitute for one (1) year of professional experience; a baccalaureate degree from an accredited higher education institution may substitute for two (2) years of professional experience.
- Proficiency in word processing, spelling and grammar enabling the employee to edit/proofread materials, compose and independently process responses without review.
- Demonstrated capacity to engage in data verification and to accurately compile and maintain records.
- Proficient skill and ability in a variety of computer software, including but not limited to data base management, word processing, graphics, spreadsheets and scheduling, with demonstrated ability to learn new applications.
- Proficiency in the principles and practice of time management, planning and organization which enable the employee to work concurrently on multiple projects, meeting deadlines and production standards.

## **Preferred Qualifications:**

- Familiarity with fiscal management strategies and basic procurement activities.
- Diplomacy, discretion, patience, respect for co-workers and an interest in positive problem solving.
- Ability to understand and carry out oral and written instructions which require interpretation of State or Minnesota State Colleges and Universities policies and procedures.
- Knowledge of the Minnesota State Colleges and Universities organization, services, goals, and objectives so the employee can respond effectively to client inquiries, develop office procedures and arrange meetings to compliment organizational goals.

## **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](mailto: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](mailto:careers@state.mn.us). Please indicate what assistance is needed.