



MINNESOTA STATE

Human Resources

Your HR team for the system office

Job Class: Exec 2 – Job 21753

Working Title: Executive Assistant to Vice Chancellor of Finance

Who May Apply: Open all qualified job seekers

Date Posted: 4/9/2018

Closing Date: 4/23/2018

Hiring Agency/Seniority Unit: Minnesota State - System Office

Division/Unit: Finance

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: M-F

Travel Required: Metro area only

Salary Range: \$20.72 - \$29.47/hourly; \$43,263 - \$61,533/annually

Classified Status: Classified

Bargaining Unit/Union: 217-Commissioner's Plan

FLSA Status: Non-Exempt

Connect 700 Program Eligible: Yes

Job Summary:

The executive assistant provides executive-level assistance and research services to support the Finance Division of the Minnesota State system office. The position acts to establish procedures and coordinate the administration of the finance policy activity in the office of the vice chancellor-chief financial officer; regulates the information flow and coordinates communication activities on behalf of the vice chancellor - chief financial officer.

Minimum Qualifications:

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

- At least 3 years' experience assisting senior and/or executive level decision makers or managers.
- Experience researching and analyzing information
- Experience monitoring department expenditures, budget, purchases, and invoices
- Experience managing and organizing multiple projects



- Experience with and demonstrated ability to work independently
- Experience and demonstrated ability in direct project management or providing executive assistance in the management of large projects
- Excellent oral and written communication skills
- Advanced skills in Microsoft Office products, including Word, Excel, SharePoint, Visio, Outlook and PowerPoint

Preferred Qualifications:

- Prior experience working in public sector
- Prior experience working in a complex organization with a Board of Directors
- Associates degree (or higher) in Administrative Assisting or related fields (Business, Education)

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

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.