



MINNESOTA STATE

Human Resources

Your HR team for the system office

Job Class: Executive 2 – Job Posting 39521 **Working Title: Executive Assistant, Information Technology**

Who May Apply: Open to all qualified job seekers

Date Posted: 3/9/2020

Closing Date: 4/20/2020

Hiring Agency/Seniority Unit: Minnesota State / System Office - AFSCME

Division/Unit: ITS

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: \$21.67 - \$30.06/hourly; \$45,246 - \$62,726/annually

Classified Status: Classified

Bargaining Unit/Union: 206 – Clerical/AFSCME

FLSA Status: Non-exempt

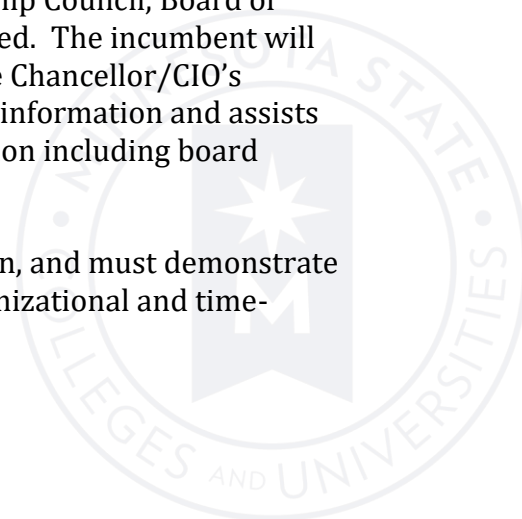
[Connect 700 Program Eligible:](#) Yes

Job Summary:

Provide executive level administrative support to the Vice Chancellor of Technology/Chief Information Officer (CIO) in a complex and very technologically advanced working environment. This position provides executive level administrative support by providing clerical support, receiving clients and visitors, arranging travel and correspondence, scheduling meetings, and coordinates communications for the Vice Chancellor/CIO's office.

The incumbent prepares required documents for Cabinet, Leadership Council, Board of Trustees meetings, CIO meetings and all other meetings as requested. The incumbent will respond to correspondence, arrange for meetings, manage the Vice Chancellor/CIO's calendar, analyzes documents, prepares presentations, researches information and assists in the development and distribution of reports and other information including board materials.

The incumbent must exercise considerable judgment and discretion, and must demonstrate a high level of confidentiality and trust, as well as exceptional organizational and time-management skills.



Advanced decision-making, communications, analytical, organizational, administrative, computer skills (Windows, Word, Excel, Visio, PowerPoint, SharePoint and Outlook or similar scheduling program), office management and interpersonal/human relations skills are essential.

About Minnesota State

Minnesota State is the largest single provider of higher education in the state. With 37 institutions, including 30 community and technical colleges and seven state universities, Minnesota State serves 64 percent of the state's undergraduate student population.

We employ more than 15,900 dedicated faculty and staff focused on student success. We provide essential training and specialized certification options for business, industry, and professionals throughout Minnesota.

The work location is in the heart of downtown St. Paul, right in the skyway system. Benefits include excellent low cost and low deductible health and dental insurance, retirement package, tuition waiver at Minnesota State institutions (after three years of employment) and flexible working hours.

Minnesota State System Office is proud to be a Minnesota Yellow Ribbon agency.

Minimum Qualifications:

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

- Experience in accounting/budgeting/expense reporting sufficient to monitor and balance multiple budgets, analyze various line items, ensure that spending is within budget guidelines and effectively recommend fund transfers.
- Proficient in standard computer software programs for word processing, presentations, spreadsheets and data bases sufficient to create, modify and protect them, as well as having content in the proper format and free of spelling or grammatical errors. This includes experience with accessibility checker software for Word, Power Point, and PDF.
- Business English skills sufficient to speak, read, write, prepare, and edit materials, using correct and error-free spelling, punctuation, grammar, and typing.
- Effective customer service/human relations skills sufficient to interact with others in a professional, respectful and efficient manner.
- Ability to analyze and make recommendations to management for new or revised administrative and program practices and procedures for smooth and efficient office operation.
- Database management skills sufficient to receive and review source documents, compare documents to source information for completeness and accuracy, enter and update correct data, create ad-hoc reports, queries and export data.

- Spreadsheet skills sufficient to create and update spreadsheets, import data, generate charts and graphs.

Minnesota State is unable to sponsor applicants for work visas. All applicants must be legally authorized to work in the US.

Preferred Qualifications:

- Three (3) years' experience assisting senior and/or executive level decision makers or managers
- Experience with virtual meeting/collaboration software such as Microsoft Skype and Teams
- Experience researching and analyzing information
- Experience with and demonstrated ability to work independently
- Experience managing and organizing multiple projects
- 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:

- All applications must include a cover letter.
- The successful candidate must submit to a background investigation prior to employment.

The background check may consist of the following components:

- SEMA4 Records Check (applies to current and past employees only)
- Criminal History Check
- Employment Reference Check
- Social Security and Address Verification
- Education Verification

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 a 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/mmb/employee-relations/labor-relations/Labor/>.

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 (\$35.04 per month single and \$239.02 per month family) and dental insurance with low deductibles (\$150 - \$1500), 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.

