Job Class: Office & Administrative Specialist, Int

Working Title: Administrative Assistant

Who May Apply: Open to all qualified job seekers
Date Posted: 08/11/2021
Closing Date: 09/03/2021

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Hiring Agency/Seniority Unit: MN St Colleges & Universities / Minnesota West Community & Technical College
Division/Unit: Minnesota West Community & Technical College
Appointment Type: Unlimited, Full-time
Work Shift/Work Hours: Day Shift
Days of Work: Monday - Friday
Travel Required: No
Salary Range: $17.66 - $23.41/hourly; $36,874 - $48,880/annually
Classified Status: Classified
Bargaining Unit/Union: 206 - Clerical/AFSCME
Work Area: Any Minnesota West campus, including the Marshall Merit Center.
FLSA Status: Nonexempt

Job Summary

The Administrative Assistant will equally provide administrative support services to both the Minnesota State Energy Center of Excellence and the Customized Training/Continuing Education (CT/CE) Division of Minnesota West Community & Technical College.

* This position can be located on any of our five campuses or the Marshall Merit Center. *

Minimum Qualifications:

- Knowledge of English (reading, writing, speaking) sufficient to speak, read, understand and respond to a variety of spoken and written communications.
- Customer service skills, via telephone and in-person, sufficient to explain rules, regulations, standards, programs, policies, procedures, etc. and provide accurate information to customers in a prompt, professional manner.
- Ability to use word processing, spreadsheet and other software applications to create, format, edit, print and save a variety of documents, including emails, memos, letters, reports, manuals, spreadsheets, tables, charts and graphs.
- Database management skill sufficient to develop and accurately enter, retrieve and compile information and produce ad-hoc queries and reports.
- Ability to develop, modify, evaluate and improve administrative support procedures.

Preferred Qualifications:

- Post-secondary education in business administration, office management or administrative assistant.
- Previous experience working in an office environment or as an administrative assistant.
- Knowledge of Minnesota West programs, policies, services and procedures sufficient to answer questions asked and refer other questions appropriately.
- Skilled in using MS Office (Outlook, Word, Excel and Access), online chat or instant messaging applications, customer relationship management software and MnSCU's ISRS database.
- Organizational skills sufficient to prioritize work and meet deadlines.
- Knowledge of FERPA and Minnesota Government Data Practices Act and the ability to maintain the confidentiality of private information in compliance with laws, policies and procedures.
Physical Requirements

- Physical demands include sitting, standing and some lifting.

Additional Requirements

In accordance with the Minnesota State Colleges & Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU’s vehicle use criteria and consent to a Motor Vehicle Records check.

Why Work For Us

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

How to Apply

For additional information about the application process, go to http://www.mn.gov/careers.

Enter JOB ID: 47951

If you are unable to apply online, please contact the job information line at 651.259.3637.

Contact

If you have questions about the position, contact Tricia Bueltel at tricia.bueltel@mnwest.edu or 507-223-1352.

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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.