Job Class: Office & Administrative Specialist, Principal
Working Title: Executive Assistant

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Working Title: Executive Assistant
Who May Apply: Open to all qualified job seekers
Date Posted: 06/11/2021
Closing Date: 07/07/2021
Hiring Agency/Seniority Unit: MN St Colleges & Universities / Worthington CC-Conf
Division/Unit: MnSCU MnWest Worthington CC / MnSCU MnWest Worth CC Class
Appointment Type: Unlimited, Full-time
Work Shift/Work Hours: Day Shift
Days of Work: Monday - Friday
Travel Required: No
Salary Range: $20.51 - $27.68/hourly; $42,824 - $57,795/annually
Classified Status: Classified
Bargaining Unit/Union: 217 - Confidential
Location: Worthington, Minnesota
FLSA Status: Nonexempt
Connect 700 Program Eligible: Yes

Job Summary

The Executive Assistant is responsible for providing high-level, complex organizational and administrative support in a confidential manner to the President and senior, cabinet-level (c-suite) executives. This includes managing the calendar and serving as office manager with particular attention to the work agendas and travel schedules. The Executive Assistant provides appropriate materials and summaries of executive decision-making and meetings; forwards and/or responds to correspondence; make arrangement for meetings; greets and welcomes visitors.

This position will lead and manage multiple projects and initiatives from start to completion to meet and exceed strategic outcomes/goals. This position plays an important and strategic role, enabling the President and c-suite personnel to work most effectively with internal and external stakeholders to fulfill the colleges mission.

The EA will act as a liaison with internal colleagues and external partners while promoting a culture of inclusion and responsiveness through customer-centric support. The EA works directly with people from diverse racial, ethnic and socioeconomic backgrounds and fully supports the College’s commitment to equity and inclusion.

Minimum Qualifications

- An Associate’s degree AND at least three years of executive level office support experience.
- Must have demonstrated knowledge and expertise of relevant software such as Microsoft Office, Word, Excel, Access, Publisher, PowerPoint, Outlook, Visio, and SharePoint necessary to create and communicate information
- Experience and skill in the use of social media.
- Accounting/budgeting/expense reporting sufficient to reconcile differences between invoices, receipts and purchase orders, and estimate needs based on historical data and events affecting the account.
- Demonstrated organizational skills sufficient to plan and multi-task multiple and organization-wide initiatives.
• Interpersonal and oral communication skills to make presentations sufficient to present information in one-on-one or group presentations and to communicate effectively with internal and external customers.
• Excellent written communication skills in using correct grammar, spelling and punctuation to write and edit reports, letters, note-taking, and other documents.
• Excellent customer service skills to provide prompt, courteous and accurate information to customers in person, on the phone, and through e-mail and other written correspondence.
• Excellent human relations skills to maintain relationships and work with various constituencies.
• Professional judgment skills sufficient to determine when to respond to situations and when to escalate the response to a higher level.
• Ability to set and meet deadlines.
• Ability to develop and/or implement administrative and program policies, procedures and service standards in cooperation with management.
• Knowledge of executive office management procedures and practices.
• Interact with constituencies in a manner conducive to promoting collaboration, cooperation and effective working relationships.
• Knowledge, appreciation, and sensitivity of diverse cultures and populations.

Preferred Qualifications

• Bachelor’s degree
• Event planning experience.
• Experience working in a higher education setting.
• Knowledge of research techniques.
• Knowledge of desktop publishing sufficient to recommend and produce final publication design and layouts and to perform web page layout and design.
• Knowledge of the organization, principles, practices, and protocols related to Higher Education, Minnesota State, and Minnesota West Community and Technical College.
• Knowledge of state and Minnesota State policies, procedures, and practices.
• Knowledge of federal laws and regulations governing education and data privacy.
• Bi-lingual or Multi-lingual

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.

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/.

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: 46534

Click "Apply" at the bottom of the page. If you have questions about applying for jobs, 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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AN EQUAL OPPORTUNITY EMPLOYER

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.