#### Logo, company name  Description automatically generatedMINNESOTA STATE UNIVERSITY, MANKATO

#### ADMINISTRATOR POSITION DESCRIPTION

|  |  |
| --- | --- |
| **ADMINISTRATIVE TITLE:**  | Click here to enter text. |
| **NAME OF ADMINISTRATOR:**  | Click here to enter text. |
| **RANGE ASSIGNMENT:**  | Click here | **POSITION CONTROL NUMBER:**   | Click here |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature of Employee:** |  | **Date:** | Click here |
| **Signature of Supervisor:** |  | **Date:** | Click here |

### **POSITION PURPOSE**

Click or tap here to enter text.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

### Click or tap here to enter text.

**REQUIRED QUALIFICATIONS**

* **Education:** Click or tap here to enter text.
* **Professional Licensure/Certification:** Click or tap here to enter text.
* **Type and Length of Experience:** Click or tap here to enter text.
* **Other Required Qualifications:** Click or tap here to enter text.
* Click or tap here to enter text.

**PREFERRED QUALIFICATIONS**

* Click or tap here to enter text.
* Demonstrated commitment to fostering a diverse working and learning environment.

**OTHER** (telework, driver’s license, etc.)

* **Work Location:**

Based on the essential functions of this positions, MMB Policy #1422, and University policies relating to flexible work, this position is eligible for the following work modes (check all that apply):

Please Note: Work modes are at the discretion of management and implemented in accordance with the previously mentioned policies.

|  |
| --- |
|[ ]  **Remote Work:** A position where the employee, as a condition of employment, has their home or alternative location as the assigned work location, works permanently from that location, and does not have an agency permanent/principal work locationUp to \_Click or tap here to enter text.\_\_\_% of the time.  |
|[ ]  **Mobile Work:** A position where the employee travels continuously for work, or who performs work at multiple locations outside of an agency office, such as a field location or other site.Up to \_\_Click or tap here to enter text.\_\_% of the time. |
|[ ]  **Telework:** A position with a work arrangement that allows an employee to perform work on a regular basis at a telework location that is not the employee’s permanent/principal work location.Up to \_\_Click or tap here to enter text.\_\_% of the time. |
|[ ]  **Case by Case/Situational Telework:** A position that may include a temporary reassignment or work outside the permanent/principal work location to meet short-term needs.Up to \_\_Click or tap here to enter text.\_\_% of the time. |
|[ ]  **Exclusively On Campus:** A position that requires the employee to perform all their work at their campus work location.  |

* **Other** (driver’s license etc.)**:** Click or tap here to enter text.

**BUDGET AUTHORITY**

* **Salary:** Click or tap here to enter text.
* **Operating:** Click or tap here to enter text.
* **Revenue:** Click or tap here to enter text.
* **Student Activity:** Click or tap here to enter text.

**REPORTABILITY**

Reports to: Click or tap here to enter text.

**PHYSICAL REQUIREMENTS** *(Please provide examples such as: lifting and carrying equipment and materials, required overnight travel, weekend/evening assignments)*

* Click or tap here to enter text.
* Work safely at all times, which includes but is not limited to, participating in and completing all required safety trainings, as well as performing all job tasks in accordance with Minnesota State University, Mankato policies and procedures utilizing appropriate tools, equipment and personal protective equipment.

**SUPERVISION**

Direct Supervision: Click or tap here to enter text.

 # FTE Employees: Click or tap here to enter text.

 # FTE Students (3 students = 1 FTE): Click or tap here to enter text.

Supervisory Accountability: Click or tap here to enter text.

 # FTE Employees: Click or tap here to enter text.

 # FTE Students (3 students = 1 FTE): Click or tap here to enter text.