



MINNESOTA STATE UNIVERSITY, MANKATO
ADMINISTRATOR POSITION DESCRIPTION

ADMINISTRATIVE TITLE: _____

NAME OF ADMINISTRATOR: _____

RANGE ASSIGNMENT: _____ POSITION CONTROL NUMBER: _____

Signature of Employee: _____ Date: _____

Signature of Supervisor: _____ Date: _____

POSITION PURPOSE

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

REQUIRED QUALIFICATIONS

- Education:
- Professional Licensure/Certification:
- Type and Length of Experience:
- Other Required Qualifications:

PREFERRED QUALIFICATIONS

- 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.

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Title: _____
Employee Name: _____

- 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 location
Up to ____% 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 ____% 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 ____% 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 ____% 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.):

BUDGET AUTHORITY

- **Salary:**
- **Operating:**
- **Revenue:**
- **Student Activity:**

REPORTABILITY

Reports to:

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

- 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.

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Title: _____
Employee Name: _____

SUPERVISION

Direct Supervision:

FTE Employees:

FTE Students (3 students = 1 FTE):

Supervisory Accountability:

FTE Employees:

FTE Students (3 students = 1 FTE):